GEO. A. FLOHR CO.
LIBRARY
BINDERS
CINCINNATI, O.

MONTHLY REPORTS

OF THE

LIBRARIAN

May 1952 - June 1954

REPORT OF THE LIBRARIAN

FOR

MAY 1952

Use. May appears to have been a soft market for books. A decline in circulation from the same month a year ago amounted to 9%. This is in part accounted for by the fact that last May had shown an unusually sharp increase in circulation, and also because this spring's use of deposit collections is just beginning to be counted.

Inventory. Catalog and Circulation Departments have made plans to take an inventory of the non-reference book collections, an onerous but essential chore. It began this week with the fiction and continuing later with the non-fiction will take several months to complete.

Sale of Books. All the books on Unneeded Book Lists No. 1 and 2 (Prichard Collection) have now been disposed of. The University took the largest single group. The only Presbyterian item left was already held by the Presbyterian Historical Foundation Library so it was sent with the residue of the collection to a dealer. Sales from the first list amounted to $375, and from the second $174.50 plus an unspecified amount not yet received for the small remainder of the collection.

List No. 3 is still in process of disposal. Items have been given to Morris Harvey College, St Albans' Public Library, and sales to three dealers amount to $133.00.

Total Sales for unwanted books so far amount to $682.50. Of this $375.00 has been forwarded to the Board of Education for credit to the Public Library's account. The balance will be deposited after July 1, when the new fiscal year begins.

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List No. 3 is still in process of disposal. Items have been given to Morris Harvey College, St Albans' Public Library, and sales to three dealers amount to $133.00.

Total Sales for unneeded books so far amount to $582.50. Of this $275.00 has been forwarded to the Board of Education for credit to the Public Library's account. The balance will be deposited after July 1, when the new fiscal year begins.

Budget for 1952/3. A Budget Committee meeting was held June 3. Minor revisions are to be made and resubmitted to the Committee. The final revision will be presented at a Board meeting June 30 (a Monday).

Librarians to Change. This month saw my resignation to accept a position in the Erie County Public Library, Buffalo, New York, and the appointment by the Board of Mark L. Crum, Jr. of Pittsburgh as the next librarian. I feel entirely happy about this action of the Board. Its promptness is making the transition to Mr Crum's management very much easier for myself and the staff. Mr Crum will begin work June 16, allowing us to work together for one week. I think we can all be fully confident that the library will be in excellent hands.

Respectfully submitted,

Robert North, Jr.

June 6, 1952

CIRCULATION May 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	457			511			
Fiction	1426	1883		1660	2171		
Juvenile Books							
Non-fiction	1021			1281			
Fiction	3521	4542		4408	5689		-17.3%
YA Collection							
Non-fiction	100			120			
Fiction	500	600		514	634		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	778			196			
Fiction	4137	4915		2267	2463		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.							
Total Bookmobile			11940			10957	+8.97%
Deposit Collection							
Adult							
Non-fiction	21			17			
Fiction	56	77		105	122		
YA Collection							
Non-fiction	15			37			
Fiction	126	141		79	116		
Juvenile Coll.							
Non-fiction	720			1752			
Fiction	3482	4202		13988	15740		
Total Deposit Collection			4420 (8025)			15978 (8138)	- 72.2% -(1.38%)
Total Extension Department			16360 (19965)			26935 (19095)	- 55.3% +(4.4%)

	1952			1951			
MAIN LIBRARY							
Adult Department							
Non-fiction	2992			3225			
Fiction	2968			2840			
Pamphlets	112			122			
Periodicals							
Pictures	90			127			
Total		6162			6314		
YA Collection							
Non-fiction	150			165			
Fiction	627	777		685	850		
Total Adult Dept.			6939			7164	- 3.14%
B. & G. Dept.							
Non-fiction	918			1180			
Fiction	5444			5685			
Pamphlets	8						
Periodicals	107			57			
Total		6477			6922		
Teachers' Collection							
Non-fiction	1241			1272			
Fiction	10701	11942		15335	16607		
Total B. & G. Dept.			18 419			23529	- 21.71%
Total for Main Library			25358			30693	- 17.38%
GARNET BRANCH							
Adult							
Non-fiction	71			202			
Fiction	125			131			
Periodicals	4	209		16	365		
Pamphlets	9			16			
Juvenile							
Non-fiction	53			64			
Fiction	82			142			
Periodicals	4	141	350		206	571	- 38.7%
Pamphlets	2						
GRAND TOTAL FOR ALL DEPARTMENTS			42068 (45673)			58199 (50359)	- 72.28% -(9.30%)
SUMMARY							
Adult							
Non-fiction	3541			3955			
Fiction	4575			4736			
Other	215	8331		281	8972		
YA							
Non-fiction	265			322			
Fiction	1253	1518		1278	1600		
Juvenile							
Non-fiction	4731			5745			
Fiction	27367			41825			
Other	121	32219		57	47627		
GRAND TOTAL			42068			58199	- 72.28%

REGISTRATION May 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	174		203		
Transients	3		3		
Re-registered	85	262	81	287	-8.74%
Boys and Girls Dept.					
New borrowers	148		159		
Re-registered	24	172	18	177	-2.82%
Bookmobile					
New borrowers	65		100		
Re-registered	22	87	21	121	-28.09%
Garret Branch					
New borrowers	10		18		
Re-registered		10	2	20	-50%
GRAND TOTAL					
New borrowers	400		483		
Re-registered	131		122		
Total		531		605	-12.26%

REPORT OF THE LIBRARIAN

FOR

JUNE 1952

Advent of the new librarian. All effort on the part of the retiring librarian has been to complete unfinished jobs and concluded all negotations with people within and beyond the library. The library is in excellent condition for a change of head, particularly since that change coincides with the beginning of a new fiscal year.

The week beginning June 16 was one of the orientation for the incoming librarian. Mr North at that time described and explained the work of the library in great detail. West Virginia Library Law, Library Board policy, taxation, community relationships and public relations, financial management of the library, building maintenance, staff relationships, personnel matters, and book selection and acquisition were some of the many things mentioned.

The last week of the month was consumed in reading through office records - minutes, reports, correspondence,and memorandums - and in extended conversation with the secretary in an attempt to grasp the policy and method of operation then in effect in the library.

Budget. The budget, in the amount of $148,000, was prepared for transmittal to the Board of Education, following a meeting of the Library Board on June 30. This was the regular July meeting, held early to allow time to prepare the budget for the Board of Education meeting which was scheduled for July 7.

Inventory. The catalog and circulation departments of the library are jointly making an inventory of the circulating books in the library. At the end of the month all fiction and non-fiction through the 100's have been completed.

Opening of the St. Albans Public Library. Mrs Margaret Hilliard represented the Kanawha County Public Library at the ceremonies and gave a talk on contributions of the Kanawha County Public Library to the new St. Albans library.

Bookmobile summer schedule went into effect on June 2.

Reference Department has been concentrating on the reorganization of the main West Virginia collection, rearranging to better utilize available space and screening out little used material to be shelved with the overflow collection.

Respectfully submitted,

Mark Crum

CIRCULATION June 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	400			434			
Fiction	1172	1572		1651	2085		
Juvenile Books							
Non-fiction	860			965			
Fiction	3409	4269		4003	4968		
YA Collection							
Non-fiction	92			84			
Fiction	454	546		421	505		
Teachers' Coll. Adult							
Non-fiction	8						
Fiction	0	8					
Teachers' Coll. Juv.							
Non-fiction	34						
Fiction	134	168					
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.							
Total Bookmobile			6563			7558	- 8.9%
Deposit Collection							
Adult							
Non-fiction	45			82			
Fiction	68	113		130	212		
YA Collection							
Non-fiction	17			27			
Fiction	123	140		104	131		
Juvenile Coll.							
Non-fiction	3601			4200			
Fiction	17212	20813		23197	27397		
Total Deposit Collection			21066			27740	- 24%
(1/12 of 1 yr's circ. ending 6/52 and 5/51)			(7471)			(7533)	-(.82%)
Total Extension Department			27629			35298	- 21.7%
			(14034)			(15091)	(-7.016%)

CIRCULATION June 1952

	1952			1951		
MAIN LIBRARY						
Adult Department						
Non-fiction	2847			3065		
Fiction	3027			3133		
Pamphlets	17			51		
Periodicals						
Pictures	152			278		
Total		6043			6527	
YA Collection						
Non-fiction	755			183		
Fiction	159	914		877	1060	
Total Adult Dept.			6957			7587 - 8.30%
B. & G. Dept.						
Non-fiction	1087			1138		
Fiction	6032			7071		
Pamphlets	1					
Periodicals	24			39		
Total		7144			8248	
Teachers' Collection						
Non-fiction	185			274		
Fiction	2294	2479		1016	1290	
Total B. & G. Dept.			9623			9538 + .89%
Total for Main Library			16680			17125 - 2.5%
GARNET BRANCH						
Adult						
Non-fiction	74			96		
Fiction	133			138		
Periodicals	13	237		19	253	
Pamphlets	17					
Juvenile						
Non-fiction	23			43		
Fiction	70			99		
Periodicals		93	330		142	395 - 13.9%
GRAND TOTAL FOR ALL DEPARTMENTS			44539 (31044)			52818 - 15.6% (32611)-(4.8%)
SUMMARY						
Adult						
Non-fiction	3374			3677		
Fiction	4400			5052		
Other	199	7973		348	9077	
YA						
Non-fiction	864			294		
Fiction	736	1600		1402	1696	
Juvenile						
Non-fiction	5790			6620		
Fiction	29151			37386		
Other	25	34966		39	43045	
GRAND TOTAL			44539 (31044)			52818 - 15.6% (32611)-(4.8%)

REGISTRATION June 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	97		239		
Transients	4		1		
Re-registered	108	209	103	343	- 39%
Boys and Girls Dept.					
New borrowers	174		174		
Re-registered	21	195	21	195	
Bookmobile					
New borrowers	234		253		
Re-registered	62	296	21	293	1.02%
Garnet Branch					
New borrowers	1		5		
Re-registered		1	2	7	- 116.6%
GRAND TOTAL					
New borrowers	510		672		
Re-registered	191		166		
Total		701		838	- 16.3%

REPORT OF THE LIBRARIAN

FOR

JULY 1952

Superintendent of Building and Grounds. The employment of a person with the experience and ability to take charge of the building maintenance, as well as make minor carpentry, electrical, floor laying, and other repairs and installations, has proven to be a wise move. A partial list of jobs completed by Mr Lander includes installation of two electrical outlets, repair of ceiling fixtures in the Circulation Department, laying of asphalt tile in two different locations in the library basement and construction of seven sections of utility shelving largely from scrap lumber given us by the Board of Education. Painting of the walls of a basement room to be used as a staff room is underway.

Budget. A revised budget has been drawn up for the current year, using the $137,972.89 figure as a total. Copies have been prepared for transmittal to the Board of Education. In it the item for salaries is the only one which is larger this year than last. To compensate for the $2,800 increase in salaries caused by mandatory salary increase for experience and some minor increases to bring page and clerical salaries up to the Board of Education scales, other items were trimmed: namely supplies, furniture and equipment, maintenance, and unclassified items. The total amount to be spent for books, periodicals, and binding remains substantiallythe same as last year. I have written up a pencilled sheet of limiting effects of the present budget. It has not been published, but of course it is available to anyone who is interested in learning the detail of this year's budget curbs.

Planning. If we lean back from the table and take a look at the Kanawha County Public Library as it is operating today, we find much to be proud of. For example, contrast this year's $138,000 budget with a $41,000 budget for 1940, and you will see one measure of the progress made under the sponsorship of the Board of Education. Compare the present book collection and staff with what was available in the early years. And look at the bookmobile reaching out as it does to the smaller communities of the county. All of these things are evidences of growth stimulated and guided by the Library Board of Directors and the Head Librarians which it employed to execute its policies.

We have a good book collection. We agree that Mr Butler used his knowledge and interest in literature to add to the library collection a tremendous store of useful printed material. Mr North, also interested in books, but cognizant of some managerial problems existing in the library, made his contribution in the improvement of staff performance and the promotion of staff morale.

The combined efforts of the Board of Education in supporting the library financially, of the Library Board of Directors in adopting constructive policies, and of the two preceeding librarians in administration and management of the library's daily affairs, have produced the library as we know it today.

You have entrusted me with the executive direction of this public library and have given me the duty of administering its routine business, and of planning for its future. Since I have been serving as librarian, several good ideas have been suggested by board members concerning improvement of the library. I have incorporated those ideas in a plan which I today present for your endorsement.

Two realizations help to explain the need for a plan. First, it is a fact, which must all accept in its full implication for the future of library service in the county, that the Board of Education is reluctant to continue financial support of the public library. This has been made plain in the newspaper account of the Board of Education's action on this year's library budget, and in conversations between Mr Flinn and myself. An unwillingness to put any more money into the library was implied in Mr Flinn's statement to this board at its last meeting.

A second realization which serves to emphasize the need for a plan for the development of the library is this. The Library board of directors has been largely willing to accept the rate of growth fixed by the annual budget appropriation as reasonable and adequate. This acceptance was a happy one so long as things went along and we received a little more money for improvement each year. Now things have arrived at the place where we are going to have to do more than just ask for more money, or even for any money at all. We are going to have to persuade. And the best way to persuade an appropriating body is to sell them a program for the planned development of the library - a plan which is sound, realistic, and attainable.

I referred to some ideas presented by members of the board which are embodied in this plan. One was stated by Mr Flinn last month when he indicated that it was high time for the library to examine itself critically for the purpose of eliminating any slack or duplication of effort between itself and the Board of Education. Another idea was expressed by Mr Ray in conversation with myself, when he said that the committees of the board ought to be made more significant. He felt, and other board members have expressed the same idea to me, that

the committees ought to be employed in useful activity on behalf of the library, both to strengthen the library in the community and to strengthen the board member himself in his interest in and knowledge of the library.

Here is the plan. It is in four parts, the first three of which may be undertaken simultaneously. Step 1 is a self evaluation or self survey of the library by the staff under the direction of the librarian. The purpose of this self analysis would be to examine every service and working method existing in the library with a view to improving any that are improvable. We have just completed the writing of a job analysis for every position in the library. These will form the basis of an interview between the librarian and each staff member. Needed modifications of that person's job, or of a service to the public contributed to by him, will be made. Next a routine book will be prepared in which the approved methods will be recorded and responsibilities defined.

Step 2 of the plan which, as I said, may run concurrently with step 1 and 3, is a study, conducted by the members of the board through a system of committees, of the various phases of library service. The purpose would be to arrive at a clearly stated set of policies and objectives relating to each of the phases of library service which will be the basis of a program for the planned development of the library. Let me be more specific. Library service may be divided according to these subject headings - government, objectives, organization (or administration), finance, personnel, book collection, public relations, and buildings and vehicles. I have prepared a "committee discussion outline" for each of these topics. They include American Library Association Standards

relating to the subject, plus other topics to be studied and discussed. For example, under government the committee would examine, among others, the principle that "the public library is an integral part of general local government and should ordinarily not be organized as a separate district or ad hoc authority." It will take up other topics such as the formal organization of this library under the provisions of the 1945 law, the rewriting of the by-laws of the library, and a discussion of the county vs. the separate municipal governments as the logical unit of library service. These committees, each in its own sphere, will say what the board policy is in these matters, and it will, as a corollary, be establishing goals or objectives for the library's growth.

Step 3 of the plan is the thorough study of its methods of financing libraries in West Virginia. I assume that a special committee of this board will be appointed for that purpose, as called for by the Board of Education. It will eventually make recommendations for achieving the best financial support of county public library service through the coming years.

Step 4 is to begin to sell the value of good library service to the public and to the members of whatever appropriating body or bodies are selected by the special committee. We will be in an extremely strong position. We will be able to guarantee that the library is being run as efficiently as possible with the funds presently allotted to it. We will have a thoughtful, concrete, attainable program for building what is now a downtown library, with one overworked bookmobile, into a real county wide public library system. We will have the complete story, with facts, on public library financing in

the state so that we will know exactly where to see financial support of our program.

I said that our position will be strong. We will be strong on facts. But we've got to put the heart in it. We must furnish the personality, the faith, the push to put this library over. Once we know what we want to do, we can begin talking about it - as individuals to our friends. I have opportunities to appear on the radio and before various clubs in the town. I'll talk about it there. The newspapers will give us space from time to time. Our annual report can carry the idea. If you like the idea I would suggest a Library Public Relations Group composed of energetic and symphatetic young men and women of the town - a script wrtier, an advertising layout person, a copywriter, a display expert. There are such people who have talent and who would be glad to give some time to the library.

Lets tell people what they are missing when they do not have and use top lfight public service. Are they missing anything? Do you think so? Lets find out what first class, modern, American public library service is. Then lets decide if we need it. If we need it, lets get it.

Respectfully submitted,

Mark Emm

August 8, 1952

CIRCULATION July 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	374			424			
Fiction	1470	1844		1706	2130		
Juvenile Books							
Non-fiction	784			974			
Fiction	3843	4627		4140	5114		
YA Collection							
Non-fiction	86			71			
Fiction	531	617		391	462		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction							
Fiction							
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.							
Total Bookmobile			7088			7706	- 8.01%
Deposit Collection							
Adult							
Non-fiction	276			20			
Fiction	199	475		46	66		
YA Collection							
Non-fiction	38			18			
Fiction	148	186		44	62		
Juvenile Coll.							
Non-fiction	4208			931			
Fiction	24053	28261		6295	7226		
Total Deposit Collection			28922 (9266)			7384 (8138)	+ 291% (13.8%)
Total Extension Department			36010 (16354)			15090 (15844)	+ 138% (3.32%)

CIRCULATION July 1952

	1952			1951			
MAIN LIBRARY							
Adult Department							
Non-fiction	3122			3262			
Fiction	3557			3636			
Pamphlets	44			34			
Periodicals				171			
Pictures	117						
Total		6840			7103		
YA Collection							
Non-fiction	144			169			
Fiction	848	992		962	1091		
Total Adult Dept.			7832			8194	- 4.4%
B. & G. Dept.							
Non-fiction	1027			968			
Fiction	5806			5943			
Pamphlets							
Periodicals	46			24			
Total		6879			6935		
Teachers' Collection							
Non-fiction	27			192			
Fiction	75	102		814	1006		
Total B. & G. Dept.			6981			7941	- 12.08%
Total for Main Library			14813			16135	- 8.2%
GARNET BRANCH							
Adult							
Non-fiction	94			107			
Fiction	128			146			
Periodicals	22	262		15	268		
Pamphlets	16						
Juvenile							
Non-fiction	48			33			
Fiction	64			64			
Periodicals	8	120	382		97	365	- 4.65%
GRAND TOTAL FOR ALL DEPARTMENTS			51205 (31549)			31590 (32344)	62.09% -(2.45%)
SUMMARY							
Adult							
Non-fiction	3868			3813			
Fiction	5354			5534			
Other	199	9421		220	9567		
YA							
Non-fiction	268			258			
Fiction	1527	1795		1387	1645		
Juvenile							
Non-fiction	6094			3098			
Fiction	33841			17256			
Other	54	39989		24	20378		
GRAND TOTAL			51205			31590	+ 62.09%

REGISTRATION July 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	178		257		
Transients	13				
Re-registered	105	296	82	339	- 12%
Boys and Girls Dept.					
New borrowers	116		118		
Re-registered	32	148	8	126	+ 17.4%
Bookmobile					
New borrowers	114		131		
Re-registered	24	138	27	158	- 12.6%
Garnet Branch					
New borrowers	3		3		
Re-registered	2	5	3	6	- 16.66%
GRAND TOTAL					
New borrowers	424		509		
Re-registered	163		120		
Total		587		629	- 6.6%

EXTRACT FROM
REPORT OF THE LIBRARIAN
FOR
JULY 1952

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Here is the plan. It is in four parts, the first three of which may be undertaken simultaneously. Step 1 is a self evaluation or self survey of the library

by the staff under the direction of the librarian. The purpose of this self analysis would be to examine every service and working method existing in the library with a view to improving any that are improvable. We have just completed the writing of a job analysis for every position in the library. These will form the basis of an interview between the librarian and each staff member. Needed modifications of that person's job, or of a service to the public contributed to by him, will be made. Next a routine book will be prepared in which the approved methods will be recorded and responsibilities defined.

Step 2 of the plan which, as I said, may run concurrently with step 1 and 3, is a study, conducted by the members of the board through a system of committees, of the various phases of library service. The purpose would be to arrive at a clearly stated set of policies and objectives relating to each of the phases of library service which will be the basis of a program for the planned development of the library. Let me be more specific. Library service may be divided according to these subject headings - government, objectives, organization (or administration), finance, personnel, book collection, public relations, and buildings and vehicles. I have prepared a "committee discussion outline" for each of these topics. They include American Library Association Standards relating to the subject, plus other topics to be studied and discussed. For example, under government the committee would examine, among others, the principle that "the public library is an integral part of general local government and should ordinarily not be organized as a separate district or ad hoc authority." It will take up other topics such as the formal organization of this library under the provisions of the 1945 law, the rewriting of the by-laws of the library, and a discussion of the county vs. the separate municipal governments as the logical unit of library service. These committees, each in its own sphere, will say what the board policy is in these matters, and it will, as a corollary, be establishing goals or objectives for the library's growth.

Step 3 of the plan is the thorough study of its methods of financing libraries in West Virginia. I assume that a special committee of this board will be appointed for that purpose, as called for by the Board of Education. It will eventually make recommendations for achieving the best financial support of county public libraryservice through the coming years.

Step 4 is to begin to sell the value of good library service to the public and to the members of whatever appropriating body or bodies are selected by the special committee. We will be in an extremely strong position. We will be able to guarantee that the library is being run as efficiently as possible with the funds presently allotted ot it. We will have a thoughtful, concrete, attainable program for building what is now a downtown library, with one overworked bookmobile, into a real county wide public library system. We will have the complete story, with facts, on public library financing in the state so that we will know exactly where to see financial support of our program.

I said that our position will be strong. We will be strong on facts. But we've got to put the heart in it. We must furnish the personality, the faith, the push to put this library over. Once we know what we want do do, we can begin talking about it - as individuals to our frends. I have opportunities to appear on the radio and before various clubs in the town. I'll talk about it there. The newspapers will give us space from time to time. Our annual report can carry the idea. If you like the idea I would suggest a Library Public Relations Group composed of energetic and symphatetic young men and women of the town - a script writer, an advertising layout person, a copywriter, a display expert. There are such people who have talent and who would be glad to give some time to the library.

Lets tell people what they are missing when they do not have the use top flight public library service. Are they missing anything? Do you think so? Lets find out what first class, modern, American public library service is. Then lets decide if we need it. If we need it, lets get it.

Mark Crum

August 8, 1952

REPORT OF THE LIBRARIAN

FOR

AUGUST 1952

Newspaper Publicity. One of the most interesting things which occurred this month was the appearance of a series of editorials in the Charleston Gazette, following a letter written by Mrs Harrison B. Smith in criticism of the exterior appearance of the library building. I wrote her a letter to ask if she had any specific suggestions to make about obtaining the money to get the job done. In a subsequent telephone call she told me that she intended to contact some people in the community in an effort to arouse some interest in the project. I have not heard from her further. After Mr Flornouy's first editorial, I went to see him. My object was to supply a few facts about the cost of cleaning the building, which I had found among Mr North's work sheets for this year's budget, and to ask if he had any constructive suggestions. He had not. As you see, the flame has died and the building continues to be one of the most unsightly in town.

Financial Support of Libraries. I received a telephone call on August 13 from Miss Parks of the West Virginia State Library Commission. I had written her that we were facing the problem of financial support and I had ask what help the Library Commission could give us in coming to a solution of our problem. She pointed out the public library at Huntington as one which had experienced great difficulty in operating with financial support from more than one source as provided for under the 1945 law. The difficulty centered around the legal requirement that each agency pay its own bills. The first thing to be done therefore in working out a pattern for financial support of a library by more than one governmental unit is to discover legal means for pooling of funds. They have a young lawyer working with the Commission to set up a plan for a

non-profit corporation to handle money paid in by the governmental units and paid out by a bonded treasurer. Miss Parks went on to say that the Library Commission has neither the money nor the legal authority to give us any state aid as such. It can set up what is called a library demonstration but probably wouldn't do it here because this county is much better off than some others. She said that it is possible to get money for libraries from a special levy of three years duration but that their offical position is to discourage special levies as much as possible.

Renewed Interest Among Board Members. Several members who have been missed more often than greeted at recent Board meetings have come forth with statements of willingness or intention to do better by the library. Each member with whom I have talked has seemed pleased that the board was giving increased thought and study to the library's future. Each has been anxious to help in any way that he could.

Revision of Job Descriptions. Library staff has completed the writing of job descriptions for each position in the library. They were to be a description of the job as it was actually being performed. We are now going over those job descriptions to modify any of them which require the addition, subtraction or shift of duties. Once this process is complete we can begin to write routine manuals for each department.

Budget. Expenditures in the various items of this year's budget are proportional to the time lapsed since the beginning of the fiscal year, with one exception. Some late invoices for building supplies bought last year have boosted expenditures for that item to $578.00, about 72% of the amount set aside for the year. Any overages in this item will be charged to repairs and general maintenance.

Respectfully submitted,

September 5, 1952

Mark Emm

CIRCULATION- AUGUST 1952

	1952			1951		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	342			445		
Fiction	1,234	1,576		1,865	2,310	
Juvenile Books						
Non-fiction	701			1,029		
Fiction	3,445	4,146		4,027	5,056	
YA Collection						
Non-fiction	97			106		
Fiction	488	585		447	553	
Teachers' Coll. Adult						
Non-fiction						
Fiction						
Teachers' Coll. Juv.						
Non-fiction						
Fiction						
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			6,307			7,919 - 20.3%
Deposit Collection						
Adult						
Non-fiction	61			6		
Fiction	176	237		46	52	
YA Collection						
Non-fiction	42			6		
Fiction	178	220		69	75	
Juvenile Coll.						
Non-fiction	188			49		
Fiction	684	872		333	382	
Total Deposit Collection			1,329			509 + 161%
(1/12 of 1 yrs. circ. ending 8/51 and 8/52)			(9,334)			(8,133) + (14%)
Total Extension Department			7,636			8,428 - 9.3%
			(15,641)			(16,052) - (2.5%

CIRCULATION - August 1952

	1952			1951		
MAIN LIBRARY						
Adult Department						
Non-fiction	3,371			3,286		
Fiction	3,757			3,747		
Pamphlets	57			48		
Periodicals						
Pictures	119			93		
Total		7,304			7,174	
YA Collection						
Non-fiction	193			190		
Fiction	880	1,073		864	1,054	
Total Adult Dept.			8,377			8,228 +1.81%
B. & G. Dept.						
Non-fiction	916			837		
Fiction	5,084			6,335		
Pamphlets				8		
Periodicals	75			25		
Total		6,075			7,205	
Teachers' Collection						
Non-fiction						
Fiction	808	808				
Total B. & G. Dept.			6,883			7,205 - 4.46%
Total for Main Library			5,260			15,433 - 7.6%
GARNET BRANCH						
Adult						
Non-fiction	127			102		
Fiction	128			116		
Periodicals	24	301		1	222	
	22			3		
Juvenile						
Non-fiction	67			22		
Fiction	57			51		
Periodicals	3	127	428		73	295 +45%
GRAND TOTAL FOR ALL DEPARTMENTS			23,324			24,156 - 3.44%
Revised Total			(31,329)			(31,780)-(1.4
SUMMARY						
Adult						
Non-fiction	3,901			3,839		
Fiction	5,295			5,774		
Other	222			145		
		9,418			9,758	
YA						
Non-fiction	332			302		
Fiction	1,546	1,878		1,380	1,682	
Juvenile						
Non-fiction	1,872			1,937		
Fiction	10,078			10,746		
Other	78	12,028		33	12,716	
GRAND TOTAL			23,324			24,156 - 3.44%

REGISTRATION - AUGUST 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	246		232		
Transients	8		2		
Re-registered	117	371	93	327	+ 13.4%
Boys and Girls Dept.					
New borrowers	128		104		
Re-registered	15	143	17	121	- 18.1%
Bookmobile					
New borrowers	96		110		
Re-registered	31	127	23	133	-4.51%
Garret Branch					
New borrowers	2		5		
Re-registered		2	2	7	-71.4%
GRAND TOTAL					
New borrowers	480		453		
Re-registered	163		135		
Total		643		588	+9.3%

REPORT OF THE LIBRARIAN

FOR

SEPTEMBER 1952

Temporary Committees to Study Library Policy and Objectives. At the September Board meeting, Mr Kleeman reported certain recommendations for appointments to temporary policy and objectives study committees and certain other recommendations on procedure for accomplishing this committee work. The Board accepted the recommendations and, between the September meeting and the present one, has shown a mild enthusiasm for the project. Specifically five of the eight committees have met - those on Objectives, Finance, Organization, Government, Book Collection. The committee on Personnel is scheduled to meet today.

The purpose of the initial meeting was four fold:

a. Determine the scope of matters to be studied.
b. Request librarian to furnish needed additional materials.
c. Fix a date for completion of the committee's work.
d. Name any lay people wanted on the committee.

The chief thing to keep in mind is that our purpose in undertaking this activity is to produce a statement of library polich and to write out a program for the planned development of the library. If we knew the policies and programs of other libraries and of the American Library Association, we could immediately begin to select from them policies and a program that are practicable in the Kanawha County. But lacking familiarity with the methods and goals of other libraries, we must take time to learn about them. Reading for background information, plus discussion, is the easiest way that I can think of to gain that necessary core of knowledge.

It is not fair to the taxpayers of this County, it's not fair to the appropriating body which grants us money, and incidentally it's not fair to

the working staff of the library, for the board not to know and to state exactly what its policy is in running the library and furnishing library service to the people of the county, and to know exactly what its program is for improving and expanding that service.

I have heard some expression of concern on the part of the board about its ability to pass judgement on technical library matters. In response to that doubt I distinguish between policy decisions, which the board is being asked to make, and decisions on detail of method, which the librarian expects to make. I sincerely feel that this apprehension will disappear once the board member reads through the suggested materials.

Staff Room. It has been a matter of concern to Mr North and to me that the staff did not have a suitable lunch and rest room. The staff association has been busy soliciting donations of money or furnishings to equip such a room. I agreed to an expenditure of a little over one hundred dollars for paint and for a sink. Our building staff has done the painting, installed the sink, polished the floor and moved in the donated furniture - refrigerator, sofa, easy chair, and several lunch tables and chairs. We now have the elements of an adequate staff room. Thanks to the contributions of some members of the board and two downtown stores.

Janitorial Staff. Mr Lander's able approach to both routine building upkeep and special tasks requiring some knowledge of carpentry, electricity or paint has been a great help to the library. He has proven to be very willing and he keeps things running smoothly.

Displays. The library has been trying to relate the book collection to things that are happening in the community but without any sort of a publicity program in effect our efforts do not create much of a splash. For example, this month has seen the reactivation of two great books discussion groups and

the start of a Morris Harvey College Radio Classroom course on Great Books. We have purchased from the Bradford Fund a very significant 54 volume set of Great Books of Western Thought. We have had a special display in the library foyer of great books taken from our collection. All of this has gone largely unnoticed in the community because we have no program for telling people what is available in their library.

Extension Department. Has been very active this month with its seasonal project of delivering deposit collections to elementary schools outside the city of Charleston. This year 53 schools received books. There is a distinction to be kept in mind here. These books are sent to classrooms not to serve as a school library but to utilize the school as a station of the public library, because the bookmobile cannot possibly serve all of the children of the county. It is this area of service to which one of Mr Flinn's questions is pointed. Is there duplication of effort by the Board of Education and the library in furnishing books to school children?

Reference Department. Use of the library's reference materials has increased substantially this month due to the opening of the fall semester. We provide a considerable amount of service to high school and college students as well as give instruction in the use of books and libraries.

Boys and Girls Department. September 13 was the climax of the vacation reading program sponsored by the Boys and Girls Department. Reading tends to fall off during the summer months and children tend to loose their facility in reading. To counteract this tendency librarians stimulate summer reading with clubs and prize awards. This year 75 children were awarded certificates for having read 20 books or more.

Circulation. Has decreased a little bit. It is about 3% under the circulation for the same month last year. The reason is not apparent.

Respectfully submitted,

Mark Crum

October 10, 1952

CIRCULATION SEPTEMBER 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	397			369			
Fiction	1,166	1,563		1,443	1,812		
Juvenile Books							
Non-fiction	602			667			
Fiction	2,367	2,969		2,625	3,292		
YA Collection							
Non-fiction	77			44			
Fiction	305	382		306	350		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction							
Fiction	160	160		42	42		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.					42		
Total Bookmobile			5,074			5,496	- 7.6%
Deposit Collection							
Adult							
Non-fiction	72			29			
Fiction	182	254		74	103		
YA Collection							
Non-fiction	73			5			
Fiction	170	207		94	99		
Juvenile Coll.							
Non-fiction	201			49			
Fiction	619	820		561	610		
Total Deposit Collection			1,281			812	+ 57%
(1/12 of 1 year's Circ. ending 9-52 and 9-51)			(9,373)			(8,167)	+ (14%)
Total Extension Department			6,355			6,308	+ .74%
Revised total			(14,447)			(14,475)	- (.19%)

CIRCULATION SEPTEMBER 1952

	1952			1951			
MAIN LIBRARY							
Adult Department							
Non-fiction	3,320			2,978			
Fiction	3,478			3,267			
Pamphlets	132			32			
Periodicals							
Pictures	425			298			
Total		7,355			6,575		
YA Collection							
Non-fiction	202			176			
Fiction	720	922		585	761		
Total Adult Dept.			8,277			7,336	+12
B. & G. Dept.							
Non-fiction	703			710			
Fiction	3,697			3,835			
Pamphlets	1			1			
Periodicals	26			21			
Total		4,427			4,567		- 3.06%
Teachers' Collection							
Non-fiction	0			500			
Fiction	0	0		1,500	2,000		
Total B. & G. Dept.			4,427			6,567	- 32%
Total for Main Library			12,704			13,903	
GARNET BRANCH							
Adult							
Non-fiction	89			62			
Fiction	115			90			
Periodicals	9	234		2	157		
Pamphlets	21			3			
Juvenile							
Non-fiction	40			22			
Fiction	101			54			
Periodicals	6	147	381		76	233	+66%
GRAND TOTAL FOR ALL DEPARTMENTS			19,440			20,444	- 4.7%
						(28,611)	- 3%
SUMMARY							
Adult							
Non-fiction	3,878			3,438			
Fiction	4,941			4,874			
Other	587	9,406		335	8,647		
YA							
Non-fiction	316			225			
Fiction	1,195	1,511		985	1,210		
Juvenile							
Non-fiction	1,546			1,948			
Fiction	6,944			8,617			
Other	33	8,523		22	10,587		
GRAND TOTAL			19,440			20,444	- 5%

REGISTRATION SEPTEMBER 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	300		255		
Transients	2		5		
Re-registered	109	411	99	359	
Boys and Girls Dept.					
New borrowers	145		114		
Re-registered	15	160	8	122	+ 31%
Bookmobile					
New borrowers	126		112		
Re-registered	26	152	16	128	+ 18%
Garnet Branch					
New borrowers	31		33		
Re-registered	1	32	4	37	+ 13%
GRAND TOTAL					
New borrowers	604		519		
Re-registered	151		127		
Total		755		646	+ 21%

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1952

Temporary Committees to Study Library Policy and Objectives. I appreciate the time and effort which members of the board have already invested in this project. The physical condition of this library building has been looked into, the matter of insurance is being considered,library financial and statistical records, have been gone over, and extension department personnel have been interviewed for information and opinions. Even at this early stage board members individually and in committee are discovering and making specific suggestions for improvements in the library. On some suggestions the staff and I have been able to follow through immediately, others require board assent or planning, or money. But each of the suggestions has had merit. I am sure that they are forerunners of a large list of practical recommendations which the board will be able to accept and act upon with immeasureable benefit to the library and improvement in library service to the county.

West Virginia Library Association Conference. Five staff members, including the librarian, attended this meeting at Keyser West Virginia on October 10 and 11. Personnel from public libraries, college and university libraries, and from the state Library Commission attended. Mr North, as you know, was president of the association last year. Mr E. Hugh Behymer, Librarian at Bethany College, leads the association this year. Mr Loudermilk, assistant in our Reference Department, has been elected Treasurer for this year, and I have been named chairman of the Public Library Section of the state association. One matter which was brought before that group there which might be appropriately mentioned here is the program of the Library Commission for the next two years. It includes two new demonstrations - one for Wyoming, McDowell and Mercer county and one for Harrision, Lewis, Barbour, Upshur, Tucker, and Randolph counties. The budget request to cover these projects

Library Policy and Objectives.

[illegible] members of the board have already invested in this [illegible]. The physical condition of this library building has been looked into, [illegible] of insurance is being considered, library financial and statistical [illegible], have been gone over, and extension department personnel have been [illegible] for information and opinions. Even at this early stage board members [illegible] and in committee are discovering and making specific suggestions [illegible] in the library. On some suggestions the staff and I have been [illegible]. But each of the suggestions has had merit. I am sure that they are [illegible] of a large list of practical recommendations which the board will be [illegible] to accept and act upon with immeasurable benefit to the library and im- [illegible]ovement in library service to the county.

West Virginia Library Association Conference. Five staff members, including [illegible], [illegible] personnel from public libraries, college and university libraries, and from the [illegible]ate Library Commission attended. Mr North, as you know, was president of the [illegible] elected Treasurer for this year, and I have been named chairman of the [illegible] Library Section of the state association. One matter which was brought [illegible] group there which might be appropriately mentioned here is the program [illegible]rary Commission for the next two years. It includes two new demonstrations - [illegible] Wyoming, McDowell and [illegible] counties, Tucker, and Randolph counties. The budget request to cover these projects

is before the Director of the Budget, Mr Gainer, right now. Soon after November 15, it will pass to the Board of Public Works and then to the legislature itself. I mention this because some of you may wish to write letters or speak to acquaintances in support of improved public library service in the state through these regional demonstrations.

Librarian's Trip to Cincinnati. We buy most of our books from the Cincinnati News Company and have most of the binding done at the George A. Flohr Company of Cincinnati. I have wanted for some time to see their installations and discover just how they handle our business. That alone did not seem to justify a trip to Cincinnati. Recently at a meeting of department heads, we decided that we ought to suspend a standing arrangement whereby certain less durably bound books were sent from the dealer to the binder for strengthening or prebinding before being sent to us. The reason for such action was our unwillingness to spend money for stronger binding which we felt ought to go into books this year. I went to Cincinnati to arrange for that suspension, to see how expertly our work was handled, and to determine whether I thought the arrangement should be reinstated perhaps at the beginning of the next fiscal year. While in Cincinnati I also visited the Cincinnati Public Library, examined the partially constructed new library building, and met Mr Vitz, the librarian.

Magazine Subscriptions. Our magazine subscriptions are grouped and submitted to magazine dealers for bid each fall, the new subscription year beginning January 1. Again this year we awarded the contract to the Faxon Company of Boston. We will receive 270 titles for $1,497.85, including a discount of $200.

Library Intramural Publicity. Several exhibits have been prepared by Mr Simmons of the library staff during the month. In each case an attempt is made to relate books and pamphlet materials to some community problem or project. A further attempt is made to get some notice in the newspaper or over the radio

[illegible] to the Board of Public Works and then to the Legislature itself. I [illegible] this because some of you may wish to write letters or speak to acquaintances [illegible] of improved public library service in the state through these regional [illegible].

[illegible] a Trip to Cincinnati. We buy most of our books from the Cincinnati [illegible] and have most of the binding done at the George A. Flohr Company of [illegible]ati. I have wanted for some time to see their installations and discover [illegible] how they handle our business. That alone did not seem to justify a trip to [illegible]cinnati. Recently at a meeting of department heads, we decided that we ought [illegible] suspend a [illegible] [illegible] the [illegible] [illegible]. The reason for such action was our unwillingness to spend money for stronger [illegible]ting which we felt ought to go into books this year. I went to Cincinnati to [illegible] whether I thought the arrangement should be reinstated perhaps at the [illegible]ing of the next fiscal year. While in Cincinnati I also visited the [illegible] [illegible] met [illegible].

Magazine [illegible]. [illegible] magazine dealers for bid each fall, the new subscription year beginning January 1. [illegible] this year [illegible] [illegible]. [illegible] [illegible]ceive 270 titles for $1,497.85, including a discount of $250.

[illegible] Instruction [illegible]. [illegible] of the library staff during the month. In each case an attempt is made [illegible] pamphlet materials to some community problem or project. A [illegible] attempt is made to get some notice in the newspaper or over the radio

that the library exhibit exists. Titles of these exhibits have been "Employ the Handicapped," "The Story of Science," "United Nations," "U.N. International Children's Emergency Fund," "European Drawings from the Metropolitan Museum of Art," "Lights On, Votes Out Get Out the Vote Campaign," and paintings by Mrs Oliver, Charlleston painter on display.

Library Beautification. It will please you to know that the Hill and Dale Garden Club has, through the encouragement of Mrs Harrison B. Smith, Jr., became interested in the library grounds. I have obrained estimate from nursery-men and they have agreed to sponsor the rebuilding of our lawn and to get other garden clubs to join them in financing the planting of shrubs around the building, provided that we get the vines down and attempt to get rid of the pigeons before spring. They had asked the regional organization of Garden Clubs to finance the cleaning of the building exterior but were refused because it was considered an inappropriate project for a garden club. The building will look lots better when the vines have been removed and the grounds are replanted.

Respectfully submitted,

Mack Brown

November 7, 1952

that the library exhibit exists. Titles of these exhibits have been "Books [illegible]

[illegible]

Children's Emergency Fund," "European Drawings from the Metropolitan Museum of Art," "Lights On, Voices Out Get Out the Vote Campaign," and paintings by Mrs [illegible]

[illegible]

Library Beautification. It will please you to know that the Lill [illegible] Garden Club has, through the encouragement of Mrs Harris B. Smith, Jr., become interested in the library grounds. I have obtained estimate from nurserymen and they have agreed to sponsor the rebuilding of our lawn and to get other garden clubs to join them in financing the planting of arbors around the building, provided that we get the vines down and attempt to get rid of the pigeons nesting. They had asked the regional organization of Garden Clubs to finance the cleaning of the building exterior but were refused because it was considered an inappropriate project for a garden club. The building will look [illegible] when the vines have been removed and the grounds are replanted.

Innovating activity.

CIRCULATION - October 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	535			495			
Fiction	1,311	1,846		1,979	2,474		
Juvenile Books							
Non-fiction	825			1,061			
Fiction	3,456	4,281		3,913	4,974		
YA Collection							
Non-fiction	112			95			
Fiction	450	562		448	543		
Teachers' Coll. Adult							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. Juv.							
Non-fiction	52			38			
Fiction	1,054	1,106		1,444	1,482		
Teachers' Coll. YA							
Non-fiction	———			———			
Fiction	———	———		———	———		
Total Teachers' Coll.		———			1,482		
Total Bookmobile			7,795			9,473	- 17%
Deposit Collection							
Adult							
Non-fiction	45			10			
Fiction	137	182		43	53		
YA Collection							
Non-fiction	31			2			
Fiction	125	156		46	48		
Juvenile Coll.							
Non-fiction	152			31			
Fiction	628	780		318	349		
Total Deposit Collection			1,118			450	+ 148%
			(9,429)			(8,185)	+ (15%)
Total Extension Department			8,913			9,923	- 10.1%
			(17,224)			(17,658)	- (2.45%)

CIRCULATION - OCTOBER 1952

	1952			1951			
MAIN LIBRARY							
Adult Department							
Non-fiction	3,557			3,645			
Fiction	3,501			3,567			
Pamphlets	175			182			
Periodicals							
Pictures	399			179			
Total		7,632			7,573		
YA Collection							
Non-fiction	199			198			
Fiction	619	818		775	973		
Total Adult Dept.			8,450			8,546	- 2.29
B. & G. Dept.							
Non-fiction	943			968			
Fiction	4,584			5,061			
Pamphlets							
Periodicals	43			69			
Total		5,570			6,098		
Teachers' Collection							
Non-fiction	207			345			
Fiction	2,813	3,020		5,152	5,497		
Total B. & G. Dept.			8,590			11,595	- 25%
Total for Main Library			17,040			20,141	- 15.3%
GARNET BRANCH							
Adult							
Non-fiction	114			115			
Fiction	168			104			
Periodicals	7	300		28	248		- 20%
Pamphlets	11			1			
Juvenile							
Non-fiction	58			25			
Fiction	226			81			
Periodicals	11	295	595		106	354	+ 67%
GRAND TOTAL FOR ALL DEPARTMENTS			26,548			30,418	- 12%
Revised total			(34,859)			(38,153)	- 11%
SUMMARY							
Adult							
Non-fiction	4,251			4,265			
Fiction	5,117			5,693			
Other	592	9,960		390	10,348		
YA							
Non-fiction	342			295			
Fiction	1,194	1,536		1,269	1,564		
Juvenile							
Non-fiction	2,237			2,468			
Fiction	12,761			15,969			
Other	54	15,052		69	18,506		
GRAND TOTAL			26,548			30,418	- 12%

REGISTRATION- OCTOBER 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	310		316		
Transients	1		9		
Re-registered	113	424	109	434	- 2%
Boys and Girls Dept.					
New borrowers	227		176		
Re-registered	31	258	15	191	+ 35%
Bookmobile					
New borrowers	129		178		
Re-registered	31	160	24	202	- 20.7%
Garnet Branch					
New borrowers	40		19		
Re-registered	7	47	11	30	+ 56%
GRAND TOTAL					
New borrowers	707		698		
Re-registered	182		159		
Total		889		857	+ 3.73%

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1952

November saw the celebration of national Book Week from the 16th through the 22nd. A modest display of posters was made in the adult section, but much more elaborate activity took place in the Boys and Girls Department. There were over 500 children and adult visitors to the children's room during that week, many of whom were visiting the library for the first time. Story hours were held on Wednesday and Thursday, and on Friday there was a puppet show.

The Circulation Department has had a very heavy demand for both Thanksgiving and Christmas books, pamphlets, and pictures during the month. Four student groups, numbering about 20 each, were given a tour of the library by the personnel of the circulation department. They were shown how to use the card catalog, how to find and use library materials, and library cards were issued to about $\frac{1}{4}$ of the students. Many of these students have already become regular library users. The pamphlet collection on occupational subjects is being heavily used by Junior High School students who are writing papers and giving speeches on their careers.

Exhibits for this month have been on Travel, Pamphlet collection, French paintings, Charleston's proposed Civic Art Center, a showing of water colors by a local artist Miss Donna Young, Ballet Memorabilia, and Occupations.

The Extension Department has been having teachers come into the library to be sent to their classrooms on deposit. This is a new plan. Formerly the Extension Department did all of the selection. The present arrangement relieves the library staff of that task at the same time placing in the classroom books selected with the particular reading needs and interests of that group of

Wednesday Lect.

Movies for Boy the celebration of National Book Week from the Lent through the Xmas. A modest display of posters was made in the adult section, but much more elaborate activity took place in the Boys and Girls departments. There were over 300 children and adult visitors to the children's room during that week, many of whom were visiting the library for the first time. Story hours were held on Wednesday and Thursday, and on Friday there was a puppet show.

The Circulation Department has had a very heavy demand for both Christmas and Christmas books, booklets, and pictures during the month. Four thousand persons, numbering about 70 each, were given a tour of the library by the personnel of the circulation department. They were shown how to use the card catalog, how to find and use library materials, and library cards were issued to about ½ of the students. Many of these students have already become regular library users. The booklet collection on community subjects is being heavily used by Junior High School students who are writing papers and giving talks for home groups.

Displays for this month have been on travel, booklet collection, French [illegible] by a local artist Miss Donna Young, Ballot Memorabilia, and Conservation.

The Instruction Department has been meeting teachers come into the library to be sent to their classrooms on Monday. This is a new plan. Formerly the [illegible] selected with the particular reading needs and interests of that group of

children in mind. Of course all of the books from which the teachers make a selection have been previously selected for inclusion in the library's collection by the Children's Librarian and the Extension Librarian. The department was given some very nice newspaper publicity this month when Mr Wallace E. Knight wrote up the bookmobile service, with pictures, in a Sunday issue of the Charleston Gazette.

In addition to regular duties the Catalog Department is making steady progress in the inventory of library books. Adult fiction and non-fiction, and the reference books have been completed. Boys and Girls books have been started this month.

The Building and Grounds superintendent has found time to replace faulty wiring on three ceiling lights in the Boys and Girls Department, replace an electric switch in the Circulation Department, repaint wooden shelves for Extension, remove, clean, and replace a drain trap in the children's museum, and repair a table in the Boys and Girls room, in addition to his regular jobs.

Respectfully submitted,

Mark Brown

CIRCULATION - NOVEMBER 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	417			429			
Fiction	1,067	1,484		1,786	2,215		
Juvenile Books							
Non-fiction	846			1,096			
Fiction	3,190	4,036		3,770	4,866		
YA Collection							
Non-fiction	82			105			
Fiction	400	482		425	530		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	53			124			
Fiction	1,318	1,371		3,180	3,304		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.					3,304		
Total Bookmobile			7,373			10,915	-34%
Deposit Collection							
Adult							
Non-fiction	44			19			
Fiction	180	224		55	74		
YA Collection							
Non-fiction	33			4			
Fiction	154	187		114	118		
Juvenile Coll.							
Non-fiction	198			72			
Fiction	743	941		599	671		
Total Deposit Collection			1,352			863	-56%
1/12 of 1 yr's. circ. ending 11/51 and 11/52			(9,469)			(8,221)	+(15%)
Total Extension Department			8,725			11,778	-25%
Revised total			(16,842)			(19,136)	-(11%)

	1952			1951			
MAIN LIBRARY							
Adult Department							
Non-fiction	3,604			3,372			
Fiction	3,104			3,243			
Pamphlets	276			193			
Periodicals				0			
Pictures	408			369			
Total		7,392			7,177		
YA Collection							
Non-fiction	229			200			
Fiction	754	983		652	852		
Total Adult Dept.			8,375			8,029	
B. & G. Dept.							
Non-fiction	1,139			997			
Fiction	4,956			5,216			
Pamphlets	0			2			
Periodicals	59			51			
Total		6,154			6,266		
Teachers' Collection							
Non-fiction	219			222			
Fiction	8,836	9,055		5,900	6,122		
Total B. & G. Dept.			15,209			12,388	+22%
Total for Main Library			23,584			20,417	
GARNET BRANCH							
Adult							
Non-fiction	99			129			
Fiction	144			91			
Periodicals	14	276		20	242		
Pamphlets	19			2			
Juvenile							
Non-fiction	90			47			
Fiction	264			117			
Periodicals	13	367	643		164	406	+58%
GRAND TOTAL FOR ALL DEPARTMENTS			32,952			32,601	+1.1%
Revised Total			(41,069)			(39,959)	+2%
SUMMARY							
Adult							
Non-fiction	4,164			3,949			
Fiction	4,495			5,175			
Other	717	9,376		584	9,708		
YA							
Non-fiction	344			309			
Fiction	1,308	1,652		1,191	1,500		
Juvenile							
Non-fiction	2,545			2,558			
Fiction	19,307			18,782			
Other	72	21,924		53	21,393		
GRAND TOTAL			32,952			32,601	

REGISTRATION - NOVEMBER 1952

	1951			1952			
MAIN LIBRARY							
Adult Department							
New borrowers	360			308			
Transients	1			3			
Re-registered	130	491		94	405		+ 21%
Boys and Girls Dept.							
New borrowers	187			157			
Re-registered	13[illegible]	200		14	171		+ 16%
Bookmobile							
New borrowers	134			97			
Re-registered	25	159		24	121		+ 31%
Garnet Branch							
New borrowers	50			14			
Re-registered	6	56		3	17		+ 235%
GRAND TOTAL							
New borrowers	732			579			
Re-registered	174			135			
Total			906			714	+ 26%

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1952

The month of December is characteristically one of the most busy of the year in public libraries. Students home from college who are trying to complete term papers before returning usually are the cause of this heavy use of the library. Activity in our library during December of 1952 was typical of this pattern.

The Boys and Girls Department had an unusual and very interesting visit from the Children's Literature Class at Morris Harvey. They met in the department to hear Miss Brown discuss distinguished books for children. After the one hour lecture, the students examined copies of the books which had been discussed. Miss Brown also went into the community on two different occasions this month to give demonstration story hours to P.T.A. gatherings. Another evidence of Miss Brown's personal willingness to carry librarianship beyond the walls of her department was an exchange of Christmas greetings with the library club at Hendon, London, England. Since 1944, she has sponsored a library club here in Charleston which exchanges books and letters with a similar club in London.

The Catalog Department in addition to regular tasks is nearing completion of a special inventory project. With the exception of our bound periodicals and a few rechecks to be made in the juvenile, an inventory of the library's book holdings is complete. With the totals derived from this inventory, we will be more nearly able to calculate an insurance value for our books.

The Circulation Department has had quite a number of interesting exhibits and displays during the month - one of rare books and manuscripts loaned by Mr Martens of Charleston, another of color reproductions of great madonnas,

The month of December is characteristically one of the busiest of the year in public libraries. Students home from college who are trying to [illegible] the best papers before returning usually use the camps or their heavy use of the library. Activity in our library during December of 1952 was typical of this pattern.

The Boys and Girls Department had an unusual and very interesting visit from the Children's Literature Class at Morris Harvey. They met in the department to hear Miss Brown discuss children's books for entertain. After the one hour lecture, the students examined copies of the books which had been discussed. Miss Brown also went into the community on two different occasions this month to give dramatizations of story hours to P.T.A. gatherings. Another evidence of Miss Brown's unusual willingness to carry librarianship beyond the walls of her department was an exhibit of Christmas greetings with the library club at Hanson, Logan, Kentucky. Since 1944, she has sponsored a library club here in Charleston which exchanges books and letters with a similar club in Logan.

The Cataloging Department in addition to regular tasks is working on completion of a special inventory project. With the exception of our [illegible] the Library's book holdings is complete. With the funds derived from

another on the story of the birth of Christ told in color reproductions of famous oils, and special collections of outstanding books and holiday planning books and pamphlets.

The Extension Department has had printed and has begun to distribute its new bookmobile schedule for the fall. (Here is a copy). We have tried to make it an improvement over previous schedules. An interesting comparision in costs came to light in the publication of our last two schedules. Thinking that mimeographing would be cheaper we decided to do one in that way. The paper for the job cost $42.00. We ran them off, but paid $14.00 to have them folded. Total cost $56.00. This last printed schedule cost $72.50 to produce. The Extension Department also exchanged deposit collections in ten of the county schools during the month. Teachers have been coming in and selecting their own books from our deposit collection, a system well liked evidently by all concerned.

Speaking for the Librarian, and reporting on the special projects which he has in mind for himself and the staff, there is this to be said:

Some progress has been made on job descriptions. All have been written in draft form. About half have been augmented with statements of qualifications, and almost that many have been typed in final form as job specifications. The next step is complete them and go on to a position classification based upon them.

There is one final thing on which I should report to you - an organizational movement which is stirrring among the adult education people in our state. A planning group has met at Morris Harvey and a special committee of that group has met, at Mercer School and at the Library, to arrange for a state-wide conference of adult educators. The purpose of the conference is to inventory West Virginia's adult education resources, physical and

another on the story of the birth of Daniel Todd in color reproductions of famous skies, and special additions of outstanding books and history section books and pamphlets.

[illegible] has had painters and has worked to distract the its new bookcase-like exhibits for the hall. (Here is a story). We have tried to make it an improvement over previous exhibitions. An interesting combination in cases came to light in the publication of our last two catalogues. Thinking that photographing would be cheaper we decided to do one in that way. The cost for the job cost $12.00. We ran them off, but paid $14.00 to have them finished. Total cost $26.00. This last printed exhibits cost $72.50 to produce. The Extension Department also exhibited exhibits in ten of the county schools during the year. Teachers have been moving in and selecting their own books from our depositt collection, a service which is warmly by all concerned.

Speaking for the Librarian, and referring to the annual projects which he was in charge for August and the start, there is little to be said: some projects has been made on job descriptions. Not have been written in draft form. About half have been submitted for qualification. And already that many have been typed in final form as specifications. The rest are in complete shape and ready to be a addition classification board to do them.

There is one final thing on which I should remark to you - the organization [illegible] study. A committee group has met six months already and a special committee of that group has met, at Denver Schools, and at the Library, to arrange a state-wide conference of youth committees. The purpose of the conference is to inventory their [illegible] school education resources, objectives and

personal, to examine the overall program of adult education as it exists today for gaps and overlaps, and to work toward an improvement of the techniques and methods in educating adults. As you know, the public library although not usually spoken of in those terms, is an out and out adult education agency. Our service is simply on an individual rather than a group basis, and informal rather than formal. Consequently, I am meeting with this group and contributing as I can. I hope to see the library become the compiler and publisher of an adult education directory for the county. This would give us unprecedented contacts with active community groups and enable us much more acccurately to sense, and to supply books to meet, community reading interests and needs.

Respectfully submitted,

Mark Emm

January 9, 1953

CIRCULATION - DECEMBER 1952

	1952			1951			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	371			308			
Fiction	1,033	1,404		1,364	1,672		
Juvenile Books							
Non-fiction	713			808			
Fiction	2,697	3,410		2,905	3,713		
YA Collection							
Non-fiction	82			62			
Fiction	424	506		349	411		
Teachers' Coll. Adult							
Non-fiction	———			———			
Fiction	———	———		———	———		
Teachers' Coll. Juv.							
Non-fiction	342						
Fiction	2,298	2,640		1,597	1,597		
Teachers' Coll. YA							
Non-fiction	———			———			
Fiction	———	———		———	———		
Total Teachers' Coll.		———			1,597		
Total Bookmobile			7,960			7,393	+ 7%
Deposit Collection							
Adult							
Non-fiction	59			26			
Fiction	189	248		75	101		
YA Collection							
Non-fiction	50			6			
Fiction	286	336		102	108		
Juvenile Coll.							
Non-fiction	1,510			2,066			
Fiction	6,492	8,002		6,553	8,619		
Total Deposit Collection			8,586			8,828	- 2.7%
(1/12 of 1 yrs. circ. ending 12/51 and 12/52)			(9,449)			(7,960)	+ (18%)
Total Extension Department			16,546			16,221	+ 2%
			(17,409)			(15,353)	+ (13%)

	1952			1951			
MAIN LIBRARY							
Adult Department							
Non-fiction	3,434			2,373			
Fiction	2,712			2,457			
Pamphlets	123			84			
Periodicals							
Pictures	149			89			
Reference				11			
Total		6,418			5,014		
YA Collection							
Non-fiction	173			170			
Fiction	669	842		500	670		
Total Adult Dept.			7,260			5,684	+ 26%
B. & G. Dept.							
Non-fiction	652			668			
Fiction	3,419			3,394			
Pamphlets	3			1			
Periodicals	41			21			
Total		4,115			4,084		
Teachers' Collection							
Non-fiction	5,197			309			
Fiction	13,329	18,526		10,967	11,276		
Total B. & G. Dept.			22,641			15,360	+ 47%
Total for Main Library			29,901			21,044	+ 42%
GARNET BRANCH							
Adult							
Non-fiction	97			75			
Fiction	164			69			
Periodicals	20	286		17	179		
Pamphlets	5			18			
Juvenile							
Non-fiction	67			37			
Fiction	194			106			
Periodicals	15	276	562		143	322	+ 43%
GRAND TOTAL FOR ALL DEPARTMENTS			47,009			37,587	+ 25%
Revised total			(47,872)			(36,719)	+ (30%)
SUMMARY							
Adult							
Non-fiction	3,961			2,793			
Fiction	4,098			3,965			
Other	297	8,356		208	6,966		
YA							
Non-fiction	305			238			
Fiction	1,379	1,684		951	1,189		
Juvenile							
Non-fiction	8,481			3,888			
Fiction	28,429			25,522			
Other	59	36,969		22	29,432		
GRAND TOTAL			47,009			37,587	+ 25%

REGISTRATION - DECEMBER 1952

	1952		1951		
MAIN LIBRARY					
Adult Department					
New borrowers	238		265		
Transients	6		64		
Re-registered	106	350	3	332	+ 5.3%
Boys and Girls Dept.					
New borrowers	127		74		
Re-registered	11	138	9	83	+ 66%
Bookmobile					
New borrowers	74		104		
Re-registered	30	104	28	132	- 13%
Garnet Branch					
New borrowers	9		16		
Re-registered	58	67	5	21	+ 219%
GRAND TOTAL					
New borrowers	454		523		
Re-registered	205		45		
Total		659		568	+ 16%

REPORT OF THE LIBRARIAN

FOR

JANUARY 1953

Concentration during the past month has been placed upon making an inventory of the library's assets and estimating their value for insurance purposes. The office staff with assistance from other staff members compiled the necessary figures. They may be briefly summarized as follows: $366,498 estimated value of books, based on figures published in the February 1953, A.L.A. Bulletin. $3,176 in supplies. ($5,281 estimated as maximum quantity likely to be on hand in case of fire). $17,796 in furniture and equipment less shelving. $23,499 in shelving. $182,716 roughly estimated value of the card catalogs and shelf lists including the cost of recataloging. $7,000 in a picture collection. $4,667 in pamphlet collection. $2,105 in microfilm. $8,000 in a historical clipping file. Total $617,562 estimated value of library contents.

A complete inventory of the library's book holdings began in June of last year and completed during the past month, reveals that the library now has the following holdings.

	21,732	volumes - adult fiction
	51,621	volumes - adult non-fiction
	36,876	volumes - juvenile books
	12,931	volumes - reference books
	7,634	volumes - bound periodicals
	2,186	volumes - in the West Virginia collection
	1,044	volumes - in the reserved collection
	179	maps cataloged
making a total of	134,203	volumes currently held by the library

The monthly report on the Circulation Department should include mention of a special collection of biographies, written especially for young people, selected by the staff for the students of Chamberlain Junior High School; the preparation by Mrs Hilliard of our staff, of an extensive bibliography

of the art books in the library's collection for Mason College of Music and Fine Arts to be used as a basic reading and study list; special exhibits of books on timely subjects, paintings hung by the Kanawha Valley Art League, displays of art materials, and exhibit of books and pictures on railroad history and development.

The Extension Department has experienced two breakdown on the bookmobile this month - one due to a burned out ignition wire, the other due to a gasoline pump failure. In both cases time was lost and one stop was missed entirely. It was due to the willingness and ability of the driver to double as mechanic that substantial losses of time and omissions of scheduled stops did not occur.

The Reference Department's self-assigned project for the month has been revision of the map collection for the purpose of cataloging and placing within envelopes which serve as dust covers.

You may have noticed, as you entered the building today that some of the landscape planting which is being given to the library is in place. The shrubs seem to make an appreciable difference in the appearance of the grounds. As soon as the weather is right and soil condition is favorable the entire lawn will be turned, fed, and reseeded. All of this at no cost to the library, but donated by the members of the Hill and Dale Garden Club with the cooperation of several associated clubs.

A few days ago, I sent Miss Greenspun, a young professional librarian, from the Circulation Department to visit the audio-visual department at the Board of Education. Prior to that, for a period of several months, I had asked Miss Greenspun to assume the library's responsibility for maintaining an awareness of audio-visual materials as an information medium. My feeling was that, even though we do not have audio-visual materials in the library as yet, we ought to receive publications in the field, we ought to be able

to tell people where they could obtain these materials, which many public libraries have begun to furnish their people, and we ought to be gaining knowledge about costs, best types of equipment, best methods of handling and storing.

The Cincinnati Public Library has what seems to be a very sensibly run and highly effective audio-visual department, under the administration of a Miss Karline Brown. In the near future I will send Miss Greenspun to inteview Miss Brown and to see that department in action. In this way we can cut short the trial and error process and take advantage of the experience of others in working out a plan for the incorporation of these non-book materials in our library.

Seven months or a little more than half of our fiscal year has passed. The Budget is coming into focus once again. As you know, one of our first tasks this year was to trim $10,000 from Mr North's proposed budget for this year. We did so by going without two badly needed new positions, by cutting down on binding, supplies, needed furniture and equipment, having windows cleaned six times a year, cutting down on printing, going without an improved telephone system, window safety anchor bolts, and adequate lighting in the Circulation Department. My approach to the approval of library expenditures has been a conservative one which has meant that we have postponed even obviously needed expenditures till the second half of the year because all could not be made and money had to be saved for those which were most essential and in case there were unpredictable expenditures such as a major breakdown in the heating system or in the bookmobile.

It seems to be an appropriate time now to outline an orderly plan for expenditures for the remainder of the year. It looks like the bookmobile

to tell people where they could obtain these materials, which many public libraries have begun to furnish their people, and we ought to be gaining knowledge about costs, best types of equipment, best methods of handling and storing.

The Cincinnati Public Library has what seems to be a very powerful and highly effective audio-visual department, under the administration of a Miss Marjorie Brown. In the near future I will send Miss Greenspun to interview Miss Brown and to see that department in action. In this way we can cut short the trial and error process and take advantage of the experience of others in working out a plan for the incorporation of these non-book materials in our library.

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It seems to be an appropriate time now to outline an overall plan for expenditures for the remainder of the year. It looks like the bookmobile

and heating plant will make it through the winter so I think that we will go ahead and buy some shelving and other things that have been needed and have been budgeted for.

Another aspect of budgeting which will soon be in sharp focus is the budget for next year beginning July 1. What is the library's program for next year going to be? Does the board aspire to any extended or enlarged library service which will represent some progress beyond this year's activities? Is our program to be completely dependent upon an unsupported, unexplained and unchampioned request for a budget increase? Or are funds to be requested to accomplish extension and expansion of library services along lines which we are convinced are sound and which we are willing to explain, defend, and even fight for if necessary? Does the board acknowledge an obligation to see that the people of Kanawha have good quality modern public library service uniformly available throughout the county? If we don't plan for that kind of service, if we are not willing to make a case for it, and if we are not willing to support the idea before our appropriating body and before the public, who will? In this sense we have a trust. People in a free society have a right to informational materials through public libraries. Laws have been passed to make that possible. The board is the catalyst. We've got to make the system work. Are we going to shape the library's future?

The issues being decided today are of sufficient importance that we want other Americans to know what they are talking about and what they are voting for. We don't want them fooled by non-democratic ways of governing socieities. We want our compatriots to be able to choose wisely between domestic and foreign policies that will strengthen our country and those which would weaken it. When they write to their congressman we hope to heaven that they have had

and heating plant will make it through the winter so I think that we will go ahead and buy some shelving and other things that have been needed and have been budgeted for.

Another aspect of budgeting which will soon be in sharp focus is the next year going to be? Does the board anticipate be any extension or enhancement

Is our program to be completely dependent upon an inadequate, unsolicited and unexamined request for a budget increase? Or are funds to be requested to accomplish extension and expansion of library services along lines which we are convinced are sound and which we are willing to exhaust, defend, and even fight for if necessary? Does the board anticipate or only wishes to see that the people of Kenosha have good quality women, public library service readily available throughout the county? If we don't plan for that kind of service, I we are not willing to make a case for it, and if we are not willing to support the idea before our supervising body and before the public, who will? In this sense we have a trust. People in a free society have a right to knowledge

possible. The board is the subject. We've got to make the system work. And we going to serve the library's future.

The issues being decided today are of sufficient importance that we want other Americans to know what they are building a out and what they are working for. It want them focused by non-demonstrable ways of achieving possibilities.

We want our congratulations to be made to choose wisely between demands: as policies that will strengthen our country and those which would weaken it. When they write to their congressmen we hope to heaven that they have had

enough true facts to be able to tell good from bad, right from wrong. In America, we have faith that the average man, the plain citizen, has the ability to distinguish between what is beneficial and what is harmful to his county, if he has all the facts. That's what libraries are for. To give people free easy access to facts. Intelligent citizenship in today's world requires that a person goes on learning continuously throughout adulthood. To learn, people need information, through radio, newspapers, books, films, or any other way they can get it. The library is the best source for reliable and non-transient information. Why doesn't it make sense, then for us to make the best possible type of library service available to our people and to urge other counties to do the same?

Respectfully submitted,

Mark Crum

February 13, 1953

CIRCULATION - JANUARY 1953

	1953			1952			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	439			569			
Fiction	1,268	1,707		1,952	2,521		
Juvenile Books							
Non-fiction	786			1,233			
Fiction	3,027	3,813		4,233	5,466		
YA Collection							
Non-fiction	78			104			
Fiction	512	590		527	631		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction				38			
Fiction	842	842		3,458	3,496		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.							
Total Bookmobile			6,952			12,114	- 41%
Deposit Collection							
Adult							
Non-fiction	42			70			
Fiction	147	189		134	204		
YA Collection							
Non-fiction	41			6			
Fiction	169	210		126	132		
Juvenile Coll.							
Non-fiction	1,909			1,656			
Fiction	5,361	7,270		9,145	10,801		
Total Deposit Collection			7,669			11,137	- 31%
(1/12 of 1 yrs. circ. ending 1/52 and 1/53.)			(9,160)			(8,322)	+ (10%
Total Extension Department			14,621			23,251	- 37%
			(16,112)			(20,436)	- (21%

CIRCULATION-JANUARY 1953

	1953			1952			
MAIN LIBRARY							
Adult Department							
Non-fiction	4,153			4,208			
Fiction	4,055			3,887			
Pamphlets	125			76			
Periodicals				192			
Pictures	198			9			
Total		8,531			8,372		
YA Collection							
Non-fiction	280			210			
Fiction	844	1,124		726	936		
Total Adult Dept.			9,655			9,308	+ 3.7%
B. & G. Dept.							
Non-fiction	893			1,027			
Fiction	4,770			5,059			
Pamphlets				1			
Periodicals	39			69			
Total		5,702			6,156		
Teachers' Collection							
Non-fiction	72			1,085			
Fiction	2,984	3,056		9,284	10,369		
Total B. & G. Dept.			8,758			16,525	- 47%
Total for Main Library			18,413			25,833	- 28%
GARNET BRANCH							
Adult							
Non-fiction	135			95			
Fiction	147			125			
Periodicals	17	329		11	232		
Pamphlets	30			1			
Juvenile							
Non-fiction	84			35			
Fiction	128			163			
Periodicals	15	227	556		198	430	+ 31%
GRAND TOTAL FOR ALL DEPARTMENTS			33,590			49,514	- 32%
			(35,081)			(46,699)	- (24%)
SUMMARY							
Adult							
Non-fiction	4,769			4,942			
Fiction	5,617			6,098			
Other	370	10,756		289	11,329		
YA							
Non-fiction	399			320			
Fiction	1,525	1,924		1,379	1,699		
Juvenile							
Non-fiction	3,744			5,074			
Fiction	17,112			31,342			
Other	54	20,910		70	36,486		
GRAND TOTAL			33,590			49,514	- 32%
			(35,081)			(46,699)	- (24%)

REGISTRATION - JANUARY 1953

	1953		1952		
MAIN LIBRARY					
Adult Department					
New borrowers	287		347		
Transients	4		4		
Re-registered	149	440	100	451	- 2.4%
Boys and Girls Dept.					
New borrowers	146		151		
Re-registered	25	171	16	167	+ 2.3%
Bookmobile					
New borrowers	69		108		
Re-registered	28	97	24	132	- 26%
Garnet Branch					
New borrowers	21		21		
Re-registered	62	83	4	25	+ 232%
GRAND TOTAL					
New borrowers	527		631		
Re-registered	264		144		
Total		791		775	+ 2%

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1953

Something a little different, perhaps it might even be called new, was tried by the Librarian and the Staff Association this month. It involved the making of a decision as to whether or not the library would inaugurate a system of formal service or performance ratings for staff members at this time. In recognition of the principle that it is wise to permit staff to participate in the making of managerial decisions, and in further recognition of the performance rating question as one which would require the understanding and support of all concerned, I decided to ask the Staff Association to discuss performance ratings and to vote on whether or not they believed that their introduction here at this time would be beneficial. Background reading of studies and evaluations of other rating programs was done by staff members, and reports were made by them to the entire group. I furnished a written statement to be read to the group which explained my reasons for asking the Staff Association to consider the matter and making it quite clear that I was willing to be influenced by their decision, if it proved to be negative, only until such time as it became an administrative necessity that they be adopted. Discussion followed the reports, and a ballot followed the discussion. The vote was against performance ratings as such, but discussion and comment written on the ballots indicates that it would probably be wise to refine our present oral, informal, non-scheduled, and combined subjective-objective employee performance evaluations by setting aside a definite time for them to be made, and by giving the rater some chart of characteristics or abilities to

use as a guide. Most anxiety seemed to center upon the existence of a written evaluation permanently filed with the person's records. I thought that you might be interested in knowing about this experiment, and in the decision which quite skillfully, I think, retains the values of performance ratings (namely a periodic,helpful discussion of an employee's performance on the job) and dodges some of the dangers (namely the undue influence upon present performance of a previously executed, and forever preserved, written score sheet).

Boys and Girls Department. Miss Brown gave a talk to the Bigley School P.T.A. this month on the subject "Books Come Alive." The Girl Scouts from troop 97 are meeting in the library for a series of lessons on the use of the library. Lessons are given by Miss Brown. The purpose which the scouts have in mind is the earning of a Reader's Badge.

Catalog Department. It is not very often that catalog librarians receive calls to speak, but this month Miss Kramer, our assistant cataloger, has made three to a church missionary society, using books and pictures of the library as a focal point.

Circulation Department. Mrs Tatterson reports two things which should be noted for your attention. One is an ever increasing effort on the part of the circulation staff to be more active in helping the individual library patron to locate the best materials which the library has available to meet his needs. The second thing is a response to this effort, upon the part of our patrons, recognizable in the increased numbers of people who are learning to use all of the library's resources to answer their questions. A good example is the pamphlet file. Formerly it was little used by patrons themselves. Now they are beginning to think of pamphlets as well as of books, and are using the file independently.

Again this month the hall and the reading room have had book exhibits - on brotherhood, on poetry, and biography.

Extension Department. Deposit collections were delivered to nine schools this month. Arrangements are now being made for deposit collections for the 1953/1954 school year. This involves application for a collection and appointments for the selection of books by teachers.

Building and Grounds. In addition to his routine responsibilities, Mr Lander has made some electrical repairs and has strengthened the mountings on our third floor canvas fire escape by placing anchor bolts in the wall and attaching the chute support cables to them by chains.

Reference Department. Special projects for this department for the month have been at my request. One, to compile a list of key persons and organizations in West Virginia which are engaged in adult education programs. The other, to compile a list of reference volumes worth more than $50 for specific listing on our insurance policy.

Gift. This month the Librarian was offered an opportunity to look over the books which belonged to Mr C. K. Payne with a view to transferring some of them to the library. Mr Williams and I selected about ten paper cartons full. There were no rarities offered us or volumes of outstanding value. But the books which we did take will be useful and, of course, are greatly appreciated by the library.

Respectfully submitted,

Mack Crum

March 6, 1953

CIRCULATION - FEBRUARY 1953

	1953			1952			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	536			585			
Fiction	1,264	1,800		1,845	2,430		
Juvenile Books							
Non-fiction	875			1,366			
Fiction	3,292	4,167		3,906	5,272		
YA Collection							
Non-fiction	106			101			
Fiction	611	717		573	674		
Teachers' Coll. Adult							
Non-fiction	2						
Fiction	4	6					
Teachers' Coll. Juv.							
Non-fiction	23			737			
Fiction	3,007	3,030		2,947	3,684		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.					3,684		
Total Bookmobile			9,720			12,060	+11%
Deposit Collection							
Adult							
Non-fiction	98			157			
Fiction	162	260		239	396		
YA Collection							
Non-fiction	55			120			
Fiction	236	291		125	245		
Juvenile Coll.							
Non-fiction	1,350			1,619			
Fiction	8,200	9,550		7,498	9,117		
Total Deposit Collection			10,101			9,758	+ 3.5%
(1/12 of 1 yrs. circulation ending 2/52 and 2/53)			(9,189)			(7,889)	+ (16%)
Total Extension Department			19,821			21,818	- 9%
Revised total			(18,909)			(19,949)	- (5%)

CIRCULATION - FEBRUARY 1953

	1953			1952			
MAIN LIBRARY							
Adult Department							
Non-fiction	4,070			3,932			
Fiction	3,487			3,654			
Pamphlets	89			70			
Periodicals							
Pictures	440			208			
Total		8,086			7,864		
YA Collection							
Non-fiction	208			192			
Fiction	821	1,029		777	969		
Total Adult Dept.			9,115			8,833	+ 3%
B. & G. Dept.							
Non-fiction	1,032			1,072			
Fiction	4,818			4,788			
Pamphlets	1			1			
Periodicals	45			18			
Total		5,896			5,879		
Teachers' Collection							
Non-fiction	881			667			
Fiction	10,532	11,413		6,677	7,344		
Total B. & G. Dept.			17,309			13,223	+ 3%
Total for Main Library			26,424			22,056	+ 10.7
GARNET BRANCH							
Adult							
Non-fiction	162			96			
Fiction	127			120			
Periodicals	26	329		1	219		
Pamphlets	14			2			
Juvenile							
Non-fiction	100			126			
Fiction	116			50			
Periodicals	13	229	558		176	395	+ 41%
GRAND TOTAL FOR ALL DEPARTMENTS			46,803			44,269	+ 5%
			(45,891)			(42,400)	+(8%)
SUMMARY							
Adult							
Non-fiction	4,868			4,770			
Fiction	5,044			5,858			
Other	569	10,481		281	10,909		
YA							
Non-fiction	369			413			
Fiction	1,668	2,037		1,475	1,888		
Juvenile							
Non-fiction	4,261			5,587			
Fiction	29,965			25,866			
Other	59	34,285		19	31,472		
GRAND TOTAL			46,803			44,269	+ 5%

REGISTRATION - FEBRUARY 1953

	1953		1952		
MAIN LIBRARY					
Adult Department					
New borrowers	259		445		
Transients	3		1		
Re-registered	116	378	122	568	- 33%
Boys and Girls Dept.					
New borrowers	146		114		
Re-registered	21	167	11	125	+ 33%
Bookmobile					
New borrowers	86		122		
Re-registered	21	107	33	155	- 30%
Garnet Branch					
New borrowers	7		24		
Re-registered	34	41	4	28	+ 46%
GRAND TOTAL					
New borrowers	501		706		
Re-registered	192		170		
Total		693		876	- 20%

REPORT OF THE LIBRARIAN

FOR

MARCH 1953

As we swing into the last quarter of both the fiscal and annual report years, the tempo of library activities, at least on the planning level, begins to accelerate. Projects begun last summer and early fall, such as the writing of job descriptions and the formulation of a program for the planned growth of the library, want for last minute touches that will bring them to completion. Increased attention must be given to expenditures in order that funds may be spent out evenly and wisely. Simultaneously with the close of this year's activities, plans must be laid for next year, based partially on this year's experience and partially upon the scheme for developmental expansion of public library educational and informational services.

Five Heads of Departments, meeting at the request of the Librarian, have this month selected the needs which should have the strongest claims upon our funds during the coming year. They quickly recognized two things. One, that the addition of staff members (namely one professional for desk work in Reference and Circulation and two clerks to handle the overload in Extension and in Reference and Circulation) would contribute to the solution of many of our problems in freeing department heads from desk duty to do departmental administration and planning, servicing more schools with deposit collections, providing staff to make community speeches and other contacts for the library, give more staff time to reader's advisory, bibliographic, and young people's reading guidance work, and with the addition of still other clericals, give more attention to cataloging of books for South Charleston and St. Albans, and the performance of more extensive book repairing. The second thing noticed was

the reconditioning and remodeling of this building or the construction of a new building (they too have read the article "Libraries Unchained") would contribute substnatially to the solution of many existing problems such as poor lighting, inadequate floor space, poor work area for the Circulation Department, book collections divided into active and storage areas, lack of an elevator or book lift, unattractive color scheme of interior decorations, lack of place for young people's services, lack of facilities for film, for audio-visual services and a poor telephone system.

The department heads have judged that additional staff, a reconditioned building, and an additional bookmobile are our most pressing needs. Next come an active public relations program, increasing the quality of our book collection, service to young adults as a special group, provision of drive up book return service, beginning of audio-visual service, salaries, and getting more books out into the county. Among the needs of lesser importance were listed additional branches, e.g., in Nitro and Dunbar, more books for schools, present stations, bookmobile and new branches, weeding and recataloging of children's collection, additional book shelving, parking space for library patrons, outside display case, organization of a bona fide schools department, a county survey of readers and reading interests and levels, discontinuance of Garnet's public library function, costs analysis studies, meeting A.L.A. standards and in-service training for staff.

This evaluation of needs comes from department heads who meet the library's public daily and who conduct the actual work of the library. It will be taken into consideration by the Librarian in the preparation of the new budget.

Departmental activity for this month followed the customary pattern of regular acquisitions and service to the public plus exhibits and a few talks. A new bookmobile stop was begun at Baxter school.

Two telephone company movies on courtesty and effective telephone use were shown to the staff.

Miss Greenspun has been sent to Cincinnati to visit the audio-visual department there.

In preparation for the summer period, the vacation schedule is being prepared and summer substitutes have been engaged.

The lawn has been seeded as a part of the garden club project and the Board of Education labor force has agreed to repair the curbing at the back corners of the lawn so that ca s from the parking lot cannot run on the grass.

An important position on the staff will be vacant on June 1 when the resignation just submitted by Mrs Tatterson, Head of the Circulation Department, takes effect. She has served the library well, as you all know, and will be difficult to replace. We are fortunate to have two months in which to locate a replacement. The salary which I will be able to offer will be $3,528 plus $108 for each year's experience.

Outside activities for the Librarian this month have included participation in the planning meeting at Parkersburg for a regional public library workshop at Moundsville in May, a visit to the Huntington Public Library for a board meeting and tour of the library, and some contact with the Harrison B. Smith family about the possibility of Mr Smith's personal library, particularly his collection of musical scores, being placed in the public library. Mr Smith now seems to have made up his mind to sell the books, though there is still some slight hope that they will be given to the people of Charleston.

Mr Hanson, during the past month, addressed the Young Adult Forum, an interdenominational group which meets at the Christ Church Methodist, on the subject Bibliomania.

Respectfully submitted,

April 3, 1953

CIRCULATION - March 1953

	1953			1952			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	700			657			
Fiction	1,331	2,032		1,798	2,455		
Periodicals	1						
Juvenile Books							
Non-fiction	1,041			1,360			
Fiction	3,735	4,776		4,282	5,642		
YA Collection							
Non-fiction	122			106			
Fiction	603	725		600	706		
Teachers' Coll. Adult							
Non-fiction	4						
Fiction	1	5					
Teachers' Coll. Juv.							
Non-fiction	320			827			
Fiction	4,203	4,523		4,237	5,064		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.		4,523					
Total Bookmobile			12,061			13,867	- 13%
Deposit Collection							
Adult							
Non-fiction	31			35			
Fiction	134	165		93	128		
YA Collection							
Non-fiction	44			14			
Fiction	175	219		103	117		
Juvenile Coll.							
Non-fiction	251			4,154			
Fiction	759	1,010		19,681	23,835		
Total Deposit Collection			1,394			24,080	- 94%
(1/12 of 1 year's circulation ending 3/52 and 3/53)			(7,298)			(9,378)	- 22%
Total Extension Department			13,455			37,947	- 65%
Revised total			(19,359)			(23,245)	- 16%

CIRCULATION - MARCH 1953

	1953			1952			
MAIN LIBRARY							
Adult Department							
Non-fiction	4,199			4,287			
Fiction	3,493			3,467			
Pamphlets	87			67			
Periodicals				0			
Pictures	613			294			
Total		8,392			8,115		
YA Collection							
Non-fiction	219			213			
Fiction	867	1,086		659	872		
Total Adult Dept.			9,478			8,987	+5.1%
Boys and Girls Dept.							
Non-fiction	5,418			1,323			
Fiction	1,252			6,187			
Pamphlets	6			1			
Periodicals	49			32			
Total		6,725			7,543		
Teachers' Collection							
Non-fiction	739			1,151			
Fiction	9,205	9,944		10,389	11,540		
Total B & G Dept.			16,669			19,083	- 12%
Total for Main Library			26,147			28,070	- 6.8%
GARNET BRANCH							
Adult							
Non-fiction	173			96			
Fiction	145			100			
Periodicals	23			1			
Pamphlets	14	355		18	215		
Juvenile							
Non-fiction	149			102			
Fiction	121			132			
Periodicals	11	281	636		234	449	+ 29%
GRAND TOTAL FOR ALL DEPARTMENTS			40,238			66,466	- 24%
Revised Total			(46,142)			(51,764)	- 10%
SUMMARY							
Adult							
Non-fiction	5,107			5,075			
Fiction	5,104			5,458			
Other	738	10,949		380	10,913		
YA							
Non-fiction	385			333			
Fiction	1,645	2,030		1,362	1,695		
Juvenile							
Non-fiction	7,918			8,917			
Fiction	19,275			44,908			
Other	66	27,259		33	53,858		
GRAND TOTAL			40,238			66,466	- 24%

REGISTRATION - MARCH 1953

	1953			1952			
MAIN LIBRARY							
Adult Department							
New borrowers	260			281			
Transients	2			6			
Re-registered	129	391		142	429		- 9%
Boys and Girls Dept.							
New borrowers	193			142			
Re-registered	39	232		18	160		+ 42%
Bookmobile							
New borrowers	150			101			
Re-registered	28	178		33	134		+ 32%
Garnet Branch							
New borrowers	15			24			
Re-registered	12	27		4	28		- 3%
GRAND TOTAL							
New borrowers	620			554			
Re-registered	208			197			
Total			828			751	+ 9.2%

REPORT OF THE LIBRARIAN

FOR

APRIL 1953

This has been an active month in the library. Each department has one or more special projects before it to be worked on in addition to regular services and tasks.

The Building Superintendent built some racks in the Extension Department to hold bags of books which are to be sent out to schools on deposit. He repaired and rewired the floor buffing machine. And he installed brackets and glass panels on each of the windows in the Boys and Girls Department to prevent small children from climbing out on the low broad window sills.

The Catalog Department managed to catalog 186 volumes for South Charleston and 248 volumes for St. Albans during the month. They also completed the cataloging of Reference Department maps. After rechecking the inventory (1952) record for the Adult and Extension Departments, those books still missing were assumed to be lost and were dropped from the shelf list.

The Circulation Department has had two book exhibits and four art displays during the month. The department head has had several contacts with the librarian of Garnet Branch in an effort to achieve closer cooperation in the handling of overdues and delinquent borrowers. Miss Greenspun made her trip to the Audio-Visual Department of the Cincinnati Public Library during the month.

The Extension Department has worked out its summer schedule of 44 stops and has had the scheduled printed for distribution. The department head, the librarian assistant, and the first clerk assistant traveled to Cincinnati at their own expense to see the operation of the Extension Department there

and to visit the Flohr Bindery Company. They were given one free day (Monday) away from the library.

The Reference Department has had as its special project the rearrangement of shelving and of books on the shelves. A few seldom used books were sent to storage and the remainder placed in uninterrupted numerical order.

The Librarian handled a variety of matters. He helped in the planning for the first West Virginia Conference on Adult Education, in order to keep public libraries and their services in the forefront of the adult education picture in this county and state. The janitor, Mr Coleman, was given a six-weeks notice, this greater than usual time granted out of recognition for his extremely unfortunate personal circumstances. Arrangements have been made for a replacement janitor to begin work on June 1. Mrs Tatterson, Head of the Circulation Department, has resigned effective June 30. Letters and explanatory sheets have been sent to all presidents of state library associations and to all library schools. Ads have been placed in the Library Journal and the ALA Bulletin. Orders have been placed for some badly needed book shelving. Actual placing of orders for these items has been postponed until late in the year in case some emergency expenditure might occur which would require the funds. An auto page drive-up book return has also been ordered. The visit of the Huntington Public Library Board to our library is reported to have been enjoyed and appreciated by that group. Plans were made at a one day meeting in Parkersburg for a public library workshop for small library librarians working in the northern part of the state. Several people from this library will act as resource people at tha workshop in Moundsville on Saturday, May 16. I have approved a request by Miss Greenspun of the library staff to attend the A.L.A. Annual Conference at Los Angeles this summer. Since her decision to go came after board action on travel allowances, she will be traveling at

her own expense. She will attend a three-day pre-conference workshop on audio-visual services and materials. A citizens committee has met in the library to discuss the creation of a record collection and music listening facilities in the public library. Paint has been donated by the Gates Paint Manufacturing Company and Mr Simon Galperin has offered a player and 50 sets of records. The target date for beginning service is September 1. With luck most of this will be accomplished without the expenditure of library funds i.e., through gifts.

Respectfully submitted,

Mark Emmons

May 14, 1953

CIRCULATION - APRIL 1953

	1953			1952			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	585			565			
Fiction	1,181			1,544			
Periodicals		1,766			2,109		
Juvenile Books							
Non-fiction	983			1,066			
Fiction	4,056	5,039		3,830	4,896		
YA Collection							
Non-fiction	109			70			
Fiction	613	722		477	547		
Teachers' Coll. Adult							
Non-fiction							
Fiction							
Teachers' Coll. Juv.							
Non-fiction	337			584			
Fiction	5,686	6,023		3,644	4,228		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.							
Total Bookmobile			13,550			11,780	+ 15%
Deposit Collection							
Adult							
Non-fiction	45			16			
Fiction	94	139		37	53		
YA Collection							
Non-fiction	30			2			
Fiction	211	241		58	60		
Juvenile Coll.							
Non-fiction	260			56			
Fiction	954	1,214		259	315		
Total Deposit Collection			1,594			428	+ 272
(1/12 of 1 yr. circulation ending 4/52 and 4/53)			(7,396)			(8,910)	- 16
Total Extension Department			15,144			12,208	+ 24
			(20,946)			(20,690)	+ 1

CIRCULATION - APRIL 1953

	1953			1952			
MAIN LIBRARY							
Adult Department							
Non-fiction	4,073			3,861			
Fiction	3,239			3,049			
Pamphlets	109			140			
Periodicals							
Pictures	228			168			
Total		7,649			7,218		
YA Collection							
Non-fiction	218			175			
Fiction	653	871		582	757		
Total Adult Dept.			8,520			7,975	+ 6.8%
Boys and Girls Dept.							
Non-fiction	1,029			1,066			
Fiction	4,679			4,985			
Pamphlets	4			1			
Periodicals	18			60			
Total		5,730			6,112		
Teachers' Collection							
Non-fiction	509			1,227			
Fiction	9,223	9,732		15,079	16,306		
Total B & G Dept.			15,462			22,418	- 31%
Total for Main Library			23,982			30,393	- 21%
GARNET BRANCH							
Adult							
Non-fiction	189			111			
Fiction	151			118			
Periodicals	35			9			
Pamphlets	23	398		17	255		
Juvenile							
Non-fiction	95			66			
Fiction	142			159			
Periodicals	8	245	643		255	480	+ 33.9%
GRAND TOTAL FOR ALL DEPARTMENTS			39,769			43,081	- 7.7%
			(45,571)			(51,563)	- 11.6%
SUMMARY							
Adult							
Non-fiction	4,892			4,553			
Fiction	4,665			4,748			
Other	395	9,952		334	9,635		
YA							
Non-fiction	357			247			
Fiction	1,477	1,834		1,117	1,364		
Juvenile							
Non-fiction	3,213			4,065			
Fiction	24,740			27,956			
Other	30	27,983		61	32,082		
GRAND TOTAL			39,769			43,081	- 7.7%
			(45,571)			(51,563)	- 11.6%

REGISTRATION - APRIL 1953

	1953			1952			
MAIN LIBRARY							
Adult Department							
New borrowers	233			229			
Transients	1			[illegible]			
Re-registered	115	349		103	337		+ 3.2%
Boys and Girls Dept.							
New borrowers	138			112			
Re-registered	23	161		15	127		+ 26.7%
Bookmobile							
New borrowers	88			60			
Re-registered	20	108		23	83		+ 30.1%
Garnet Branch							
New borrowers	4			8			
Re-registered	21	25			8		+ 212%
GRAND TOTAL							
New borrowers	464			414			
Re-registered	179			141			
Total			643			555	+ 15.8%

REPORT OF THE LIBRARIAN

FOR

MAY 1953

The Spring Book Festival was the big news in the Boys and Girls Department this month. Hundreds of children and parents visited the department between May 15 and 29 to see the newest children's books on display. Readers are being enrolled for the vacation realing club. The scheme to encourage and reward reading this year is to have Tom Sawyer's fence on display. Each child is given a picket and receives a one inch whitewash sticker to paste on it each time he reads a book. The program is county wide and both local and county winners will be recognized.

The Extension Department has experienced a change in pace during the month because the bookmobile was off the road for one full week. New valves were installed, retaining gaskets replaced, the rear brakes were relined, and the clutch was adjusted. Coincidentally deposit collections had been brought in from 55 schools at the time the bookmobile was in the shop, making it possible to process and repair a major portion of these books immediately and providing an early start for the assembly of next year's deposit collections. A close watch is being kept on this year's circulation of deposit collection books. This figure is built in May, June, and July as the incoming collections are processed each year. This year, due to shortage of clerical help, many deposit were not exchanged at mid-year. It will be interesting to see if and to what extent the circulation drops when one collection is in a school room for an entire year since a majority of children who are good readers will probably read the books they are interested in within a few months time, and probably all of the books within a slightly longer period. Miss Alderson has written and mailed out publicity

articles on the summer bookmobile schedule to all of the county newspapers. The departmental mailing list has been revised to reflect changes in officers of the included clubs and groups.

Mrs Tatterson is preparing to leave the Circulation Department on June 15. A part of her wind-up work has been a survey of the non-fiction circulating collection. Overcrowded sections have been weeded. Extra copies are being sent to the second floor overflow. Damaged books were prepared for the bindery or mending. Out-of-date and superflous books have been discarded. Miss Greenspun is weeding our pamphlet collection, and Mrs Hilliard has just completed the indexing of the picture collection, a project on which she has been working on for several months.

We have no replacement for Mrs Tatterson. Letters and publicity sheets were sent to all library schools and presidents of state or regional library associations. Ads have been appearing in the ALA Bulletin and the Library Journal. About twelve replies have been received from persons interested in the position. The outstanding candidate, a branch librarian from South Bend, Indiana came for interview, but did not take the job for personal reasons. The second best candidate is being encouraged to come for an interview from Topeka, Kansas where she is Director of Extension. The third person, a man, has been asked if he would be willing to come for interview but not specifically invited. The remaining applicants, either because of too little experience, too advanced on age, or lack of public library experience are generally unqualified. If we cannot get a person with obviously superior qualities for the job, we will probably advance one of the current staff and enter the market for a librarian at the beginning level.

The Reference Department has given attention this month to the reorganization of its overflow collection. Utility shelving has arrived to replace finished shelving now in use in the storage room. The finished shelving is being moved down stairs, and as the overflow books are being replaced on the utility shelving the collection is being reorganized. The department is also preparing a card index for its collection of card catalogs.

The Librarian attended and participated in the program of the First West Virginia Conference on Adult Education at Camp Caesar on May 8 and 9, and attended and acted as chairman of a one day library work shop at Moundsville on May 16. Attention has also been given to problems associated with the replacing of the janitor, replacing the Head of the Circulation Department, submission of a report of books bought from the funds in the Bradford account to Mr Leo Loeb, and preparation of a popular type annual report which is to be printed and distributed to the public.

Respectfully submitted,

Mark Emmons

June 5, 1953

CIRCULATION - MAY 1953

	1953			1952			
EXTENSION DEPARTMENT							
Bookmobile							
Adult Books							
Non-fiction	459			457			
Fiction	1,093			1,426			
Periodicals		1,552			1,883		
Juvenile Books							
Non-fiction	886			1,021			
Fiction	3,645	4,531		3,521	4,542		
YA Collection							
Non-fiction	94			100			
Fiction	517	611		500	600		
Teachers' Coll. Adult							
Non-fiction	11						
Fiction		11					
Teachers' Coll. Juv.							
Non-fiction	187			778			
Fiction	3,333	3,520		4,137	4,915		
Teachers' Coll. YA							
Non-fiction							
Fiction							
Total Teachers' Coll.		3,531					
Total Bookmobile			10,225			11,940	-14%
Deposit Collection							
Adult							
Non-fiction	52			21			
Fiction	92	144		56	77		
YA Collection							
Non-fiction	105			15			
Fiction	405	510		126	141		
Juvenile Coll.							
Non-fiction	5,060			720			
Fiction	24,027	29,087		3,482	4,202		
Total Deposit Collection			29,741			4,420	+572%
(1/12 of 1 yrs. circulation ending 5/52 and 5/53)			(9,506)			(8,025)	+(18%)
Total Extension Department			39,966			16,360	+144%
Revised Total			(19,731)			(19,965)	-(1.1%

CIRCULATION - MAY 1953

	1953			1952			
MAIN LIBRARY							
Adult Department							
Non-fiction	2,930			2,992			
Fiction	3,005			2,968			
Pamphlets	79			112			
Periodicals							
Pictures	233			90			
Total		6,247			6,162		
YA Collection							
Non-fiction	140			150			
Fiction	668	808		627	777		
Total Adult Dept.			7,055			6,939	+1.6%
Boys and Girls Dept.							
Non-fiction	1,035			918			
Fiction	5,037			5,444			
Pamphlets				8			
Periodicals	26			107			
Total		6,098			6,477		
Teachers' Collection							
Non-fiction	688			1,241			
Fiction	9,088	9,776		10,701	11,942		
Total B & G Dept.			15,874			18,419	- 15%
Total for Main Library			22,929			25,358	- 9%
GARNET BRANCH							
Adult							
Non-fiction	134			71			
Fiction	151			125			
Periodicals	29			4			
Pamphlets	24	338		9	209		
Juvenile							
Non-fiction	66			53			
Fiction	182			82			
Periodicals	17	265	603	4	141	350	+ 80%
				2			
GRAND TOTAL FOR ALL DEPARTMENTS			63,498 (43,263)			42,068 (45,673)	+ 53%
SUMMARY							
Adult							
Non-fiction	3,586			3,541			
Fiction	4,341			4,575			
Other	365	8,292		215	8,331		
YA							
Non-fiction	339			265			
Fiction	1,590	1,929		1,253	1,518		
Juvenile							
Non-fiction	7,922			4,731			
Fiction	45,312			27,367			
Other	43	53,277		121	32,219		
GRAND TOTAL			63,498			42,068	

REGISTRATION MAY 1953

	1953			1952			
MAIN LIBRARY							
Adult Department							
New borrowers	185			174			
Transients	3			3			
Re-registered	84	272		85	262		+ 3.8%
Boys and Girls Dept.							
New borrowers	227			148			
Re-registered	18	245		24	172		+ 42%
Bookmobile							
New borrowers	86			65			
Re-registered	11	97		22	87		+ 11%
Garnet Branch							
New borrowers	9			10			
Re-registered	20	29			10		+ 190%
GRAND TOTAL							
New borrowers	510			400			
Re-registered	133			131			
Total			643			531	+ 21%

REPORT OF THE LIBRARIAN

FOR

JUNE 1953

The library's printed annual report for 1952/1953 was published and mailed this month. It is lighter in tone than previous reports. This was achieved by including only essential information and increasing its palatability through the use of sketches and drawings. 1,000 copies were printed at a cost of $145.50. 200 have been set aside for use in any program to have a Friends of the Library group organized. 750 copies have been mailed to selected barber and beauty shops, Board of Education members and interested staff, businessmen, clergymen, dentists, county and city government officals, organizations in the county, school principals, library periodicals and schools, newspapers, physicians, West Virginia colleges and public libraries, a few United States public libraries, and to individuals who have requested a copy or are known to be interested in the welfare of the library.

Miss Juliette Bryson, Head of the Extension Department of the Topeka, Kansas, Public Library, has accepted an appointment to become Head of our Circulation Department effective August 17. Miss Bryson is 31 years olds and a native of Ashland, Kentucky. She is a graduate of the University of Kentucky and of the University of Illinois Library School. Her library experience has been in Branch work at the Youngstown, Ohio Public Library, children's work at Dearborn, Michigan, bookmobile work also at Dearborn, Research Assistant at the University of Illinois, and in Extension at Topeka. She has been to Charleston for interview and so knows the city, the library and the staff. She gives every indication of being a fine person for the job. Mrs Margaret Hilliard is acting as Head of the Circulation Department between the time of Mrs Tatterson's leaving on June 15 and Miss Bryson's arrival on August 17. Subject to your approval, I have entered her name on the payroll change sheet

to receive a supervisory increment equal to that which she would receive if she were head of the department, during the period while she is acting.

The Drive-Up Book Return has been well used. In less than three weeks, 1,228 books have been taken from the box. Many favorable comments have been received both from folks who cannot readily climb steps and from drivers who cannot find convenient parking space. The box also enables people to return books during hours when the library is not open.

Plans for the music room are developing slowly but regularly. Our target date for initiating service with a record collection and listening facilities is September 1. We have developed a work plan for clearing a second floor room of shelving, painting it, and installing the furniture and equipment donated by interested individuals. To date, we have several gallons of paint, a record player and 50 sets of records, a collection of 78 RPM records, and some chairs promised, plus architectural help and advice from Robert Martens. We need a floor covering of some type and additional furniture, both seating and tables. On June 30, a Mr Tom Gordon came into the office to tell the librarian that he had high fidelity equipment and records valued at $2,[illegible]00 which he wanted to sell for $550, because he now owns equipment of even higher fidelity and new type recordings. If any board member knows of any person interested in music or in the library who could afford to buy this equipment and record collection and donate it to the library for the new music room, it would probably be a bargain purchase and one which the people of the city and county would benefit from immensely.

Three professional staff members have attended the annual American Library Association conference at Los Angeles June 22-26 - two with help from the library and one at her own expense.

The reference and circulation departments have worked on a combined schedule making it possible for one person from each of those departments to be away at the same time.

Summer school and bridal questions are dominating the work with the public again this June. Many displays have been put up to encourage people to read during the summer and vacation period.

Respectfully submitted,

Mark Emmer

July 10, 1953

CIRCULATION - JUNE 1953

	1953			1952		
EXTENSION DEPARTMENT						
Bookmobile						
Adult Books						
Non-fiction	462			400		
Fiction	1,144			1,172		
Periodicals		1,606			1,572	
Juvenile Books						
Non-fiction	912			860		
Fiction	4,147	5,059		3,409	4,269	
YA Collection						
Non-fiction	104			92		
Fiction	603	707		454	546	
Teachers' Coll. Adult						
Non-fiction				8		
Fiction					8	
Teachers' Coll. Juv.						
Non-fiction				34		
Fiction	310	310		134	168	
Teachers' Coll. YA						
Non-fiction						
Fiction						
Total Teachers' Coll.						
Total Bookmobile			7,682			6,563
Deposit Collection						
Adult						
Non-fiction	83			45		
Fiction	98	181		68	113	
YA Collection						
Non-fiction	49			17		
Fiction	178	227		123	140	
Juvenile Coll.						
Non-fiction	3,710			3,601		
Fiction	21,551	25,261		17,212	20,813	
Total Deposit Collection			25,669			21,066
(1/12 of 1 yrs. circulation ending 6/53 and 6/52)			(9,889)			(7,471)
Total Extension Department			33,351			27,629
Revised Total			(17,571)			(14,034)

CIRCULATION - JUNE 1953

	1953			1952		
MAIN LIBRARY						
Adult Department						
Non-fiction	3,444			2,847		
Fiction	3,622			3,027		
Pamphlets	60			17		
Periodicals						
Pictures	138			152		
Total		7,264			6,043	
YA Collection						
Non-fiction	182			755		
Fiction	898	1,080		159	914	
Total Adult Dept.			8,344			6,957
Boys and Girls Dept.						
Non-fiction	1,157			1,087		
Fiction	6,840			6,032		
Pamphlets	1			1		
Periodicals	41			24		
Total		8,039			7,144	
Teachers' Collection						
Non-fiction	177			185		
Fiction	683	860		2,294	2,479	
Total B & G Dept.			8,899			9,623
Total for Main Library			17,243			16,680
GARNET BRANCH						
Adult						
Non-fiction	183			74		
Fiction	242			133		
Periodicals	60			13		
Pamphlets	10	495		17	237	
Juvenile						
Non-fiction	85			23		
Fiction	127			70		
Periodicals	22	234	729		93	330
GRAND TOTAL FOR ALL DEPARTMENTS			51,323			44,539
Revised Total			(35,543)			(31,044)
SUMMARY						
Adult						
Non-fiction	4,172			3,374		
Fiction	5,106			4,400		
Other	268	9,546		199	7,973	
YA						
Non-fiction	335			864		
Fiction	1,679	2,014		736	1,600	
Juvenile						
Non-fiction	6,041			5,790		
Fiction	33,658			29,151		
Other	64	39,763		25	34,966	
GRAND TOTAL			51,323			44,539
						(31,044)

REGISTRATION - JUNE 1953

	1953			1952		
MAIN LIBRARY						
Adult Department						
New borrowers	269			97		
Transients	9			4		
Re-registered	118	396		108	209	
Boys and Girls Dept.						
New borrowers	299			174		
Re-registered	20	319		21	195	
Bookmobile						
New borrowers	262			234		
Re-registered	47	309		62	296	
Garnet Branch						
New borrowers	5			1		
Re-registered	11	16			1	
GRAND TOTAL						
New borrowers	844			510		
Re-registered	196			191		
Total			1,040			701

REPORT OF THE LIBRARIAN

FOR

JULY 1953

Staff turnover has been high during the month, with six clerical assistants announcing that they were leaving. Mrs Harrison, a senior stenographer in the office has gone to a secretarial position with the West Virginia Library Commission. Miss Diederichs left the Catalog Department to work for the United Fuel Gas Company. Mrs French left the Boys and Girls Department because of conflicts between home and job responsibilities. Mrs Bartlett left the Circulation Department because of her pregnancy. Miss Pilato and Miss Woodyard are both resigning to enter college in the fall.

Miss Ammar conducted interviews of applicants to fill these vacancies and appointments have been made to fill each of the positions.

The vacation schedule is in full effect during July and August. No summer substitutes are hired to replaced vacationing library clerical workers. Two teacher librarians are hired, primarily for the Circulation and Extension Departments. Another teacher, who was formerly a member of our staff, was hired for one month this summer to cover Miss Brown's vacation from the Boys and Girls Department. All other vacations are covered by shifting staff between jobs which must be done.

A few changes have been made in the financial record keeping of the library to permit action on an informal suggestion made by Mr Hanson that the library board be presented a quarterly balance sheet showing the expenditure of funds from the general budget. This involved the addition of a "1/12 of the total" column to the existing "expended during current month," "expended to date," and "balance" columns. The first of these quarterly reports will

be presented to you at the next board meeting.

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Some shifting of amounts allocated to each of the budget categories, or lines, has made it possible to increase the amount allocated this year for books, binding and periodicals by $3,800, from $22,400 to $26,200, and at the same time to approach even more closely the aim of the Budget Committee to have our budget conform to the 60%, 20%, 20% division suggested by the American Library Association for salaries, books, periodicals and binding, and other expenses. This was accomplished by making the following reductions in other categories: supplies and materials $500, ordinary repairs and maintenance $1,457, sundry repairs $1,358, travel $225, and contingencies $260.

In preparation for the launching of service in the music room and circulating record collection this fall, we have moved the books and shelving out of a room on the second floor and have begun to paint. The next step will be to construct a false ceiling, and then to decorate the room. So far, we have received more than 250 donated albums, a record player, a promise of some chairs, and architectural advice on equipping the room. We are buying a metal cabinet to house the first of the records and the supplies to circulate them.

Miss Greenspun is compiling a list of recordings needed for a basic music collection.

Miss Kramer, who is the Assistant in the Catalog Department, has recently compiled a reading list of books with religious themes. This list was typed in several copies and mailed to a few of the larger Charleston churches.

The vacation reading club is going strong in the Boys and Girls Department. Sixty-nine children have already read the 15 books required for a certificate. The club membership together have read 2,963 books since the beginning of summer.

The librarian attended a workshop on Library Management, given at Western Reserve University from July 6-24 by Dr Ralph Shaw, librarian of the U. S. Department of Agriculture Library. A separate report has been prepared on the content of the workshop and the possible applications of the materials presented therein to our library. A copy is attached to the Librarian's Report for July 1953.

Respectfully submitted,

Mark Crum

August 7, 1953

REPORT OF THE LIBRARIAN

FOR

AUGUST 1953

The last vacation month of the year has been a typical one in the library. The summer reading club is important, the preparation for the fall delivery of deposit collections receives a great amount of attention, and this year we have been putting time and effort into preparations for a new music room.

The Boys and Girls Department brought its Tom Sawyer reading club to a climax with certificates awards given in early September to 119 children who had read fifteen or more books. The club was county wide this year with South Charleston, St. Albans and Bookmobile patrons all participating.

Another interesting series of events, partially promoted by Miss Brown in the Boys and Girls Department, which I know will please you is this: Kanawha County Public Library received from the Library Club of London a copy a new book called The Borrowers, which had won the annual English award, the Carnegie Medal for the outstanding book for children in England. Mrs Frank Annand saw the book and retold it serially, on her story hour on WCHS. Then Woman's Day, the A&P Magazine began publishing the story in four parts to appear June through September. Miss Brown immediately contacted Woman's Day with the story about the book given on exchange by our "adopted library" in England. The result was that a picture and story have been furnished this national magazine with the expectation that they will be published in October or November.

The Catalog Department has continued to catalog incoming new books and books for South Charleston and St. Albans libraries. In addition they have

cataloged 137 of some 250 donated record albums and prepared them for circulation.

Miss Bryson began her duties as head of the Circulation Department on August 17. Her first task has been to orient herself to the people and routines of this library. The librarian has asked that she be thinking about the changes or improvements which she would like to see made in the department. These will be discussed with her and compared with suggestions made by the retiring head of the Department and a program for the department for the coming year decided upon.

The Extension Department has completed its summer schedule and has made its preparations for fall including the publication of a new schedule and the selection, charging, and bagging of books for the fall delivery of deposit collections.

Two staff members have sustained serious illness during the month.

Miss Greenspun is recovering from an operation on her neck which will have had her hospitalized for about three weeks.

Mr Skiles was hit by a truck and is recovering from injuries to his ribs and to his spine.

The librarian has been on vacation during two of the five weeks between this board meeting and the previous one. Otherwise his attention has been centered on such things as negotiation with the Film Council of America to participate in the Library Preview Center Project for 1953/1954, preparation for personal leadership of an American Heritage Discussion Group which will meet in the library under the joint sponsorship of the library and the public school Adult Education Program, modification of forms for the recording of this year's circulation and budget statistics, continuing arrangements for

the proposed new music room and circulating record collection, allocation of this year's diminished book funds among the four book buying departments, and fulfilling some commitments to participate in some non-library activities of civic importance, namely membership on the Publicity Committee of the Citizens Mental Health Committee and the presidency of the Oakwood School Parent Teachers Association.

The staff of the library has been deeply saddened by the death of Mrs W. E. Clark, a member of the Library Board since 1926. She was known to the staff as one who believed in the public library and who watched its growth with satisfaction and pride. We will miss her presence in the library and her influence in library affairs.

Respectfully submitted,

Mark Crum

September 11, 1953

REPORT OF THE LIBRARIAN

FOR

SEPTEMBER 1953

The five departments of the library have been occupied during the past month with accomplishing their usual service-to-readers and book handling tasks as well as possible. Little has happened which is newsworthy, but much has happened to bring personal satisfaction to conscientious members of the staff and to indicate that progress is being made in each department.

Miss Brown visited three schools this month taking in every grade in each and inviting the children to join the library. One teacher brought her class to the library for a visit. Miss Brown has organized five groups of puppeteering young people who take turns in presenting Saturday morning puppet shows to large crowds of boys and girls.

The Catalog Department in addition to cataloging some 900 volumes has continued its project of cataloging records for the record collection.

The Circulation Department, especially Miss Greenspun and later Miss Bryson have begun to shoulder the burden of making preparations for the first showing of films as part of our Library Film Preview Center Project. They have been compiling a mailing list of organization representatives, preparing the program announcement and arranging the physical facilities for the screening. This first group of films on International Relations will be shown on October 20 and 22 at 7:30 p.m.

Miss Greenspun has also been pushing forward with arrangements for the music room. She prepared a carefully selected list of recordings to be bought with the $50 which we received from the Futterman Foundation and is now compiling another list to be bought from library funds. She is also

working out the circulation routines and other mechanics of circulating records.

Miss Bryson has already represented the library with a book talk before the Dunbar Civinettes. She has also assumed primary responsibility for the preparation of three important reading lists on Retirement, the United Nations, and Professional Social Work.

The department has also had several book exhibits and displays of prints and oils.

The Extension Department has delivered deposit collections to 55 county schools this month and has arranged the exchange of over 600 volumes on deposit at the St. Albans Library.

The Reference Department has felt the return of pressure from students who come to use our book and periodical collections. Early in the year much time is spent in instruction in the use of these resources. Later students achieve a measure of independence in the use of books which is noticeable to the staff.

The American Heritage Discussion Group has had two meetings in the library with 12 persons in attendance. A film is shown at each meeting and discussion is based on it and material read ahead of time by the group. It seems like the group will be a success and a thing well worth having done.

The suspended ceiling for the music room has been hung at a little higher than head level and is being wired and equipped with light fixtures. Later it will be painted and raised to a 10' level. Then we can begin to move in the phonograph and a few chairs.

The phonograph and 50 albums have been given to the music room by Mr Simon Galperin of the Galperin Music Company.

We have received a letter from the Director of Education at the West Virginia Penitentiary at Moundsville thanking us for a collection of books which were given to them by the library. The books were gifts to us which were excess to our needs and the needs of neighboring libraries in the county.

Respectfully submitted,

Mark Crum

October 9, 1953

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1953

Six staff members attended the Middle Atlantic Regional Conference of the American Library Association from October 15 to October 17 in Atlantic City, New Jersey. It was a fine meeting with all workshop sessions led by a librarian chairman, a librarian authority on the topic, and a business expert in the field. Management, Public Relations, Personnel Administration, and Library Buildings were the major topics discussed. Forty-seven companies had library book, supply, and service exhibits at the meeting.

The Boys and Girls Department had school visits for a story hour and on the use of the library. Miss Brown spoke before the Robins school P.T.A. She also visited the Taft School and spoke to the children in every class room about the library.

The Catalog Department reported that they had cataloged a total of 309 purchased and donated record albums for the music collection.

Miss Bryson conducted a Circulation Department staff meeting this month as a result of which several minor policy changes in the department have been made. Two book lists have been prepared this month, one in the Kanawha Players program, another a list of books on the Jewish People for use by a women's study club. Two classroom groups came to visit the department.

The first of our film previews was held on October 20 and 22. Only nine people attended the sessions but they were enthusiastic about the service and the possibilities for further use of the films. These showings are for program chairmen or other representatives of organizations primarily. The purpose is to have them see new films in the hope of discovering some which would have program usefulness in their organizations.

The circulating record library was opened to the public on November 2. On the first day, 37 albums were borrowed. And in the first four days 39 persons registered to borrow from the collection.

A variety of exhibits have been presented under Mr Simmons' care - Music books, Humor in drawing, U.N. Week, pictures of historic West Virginia places, famous musicians, and a group of wood black prints, charcoal drawings, and pencil sketches.

The Extension Department exchanged about half of the 1100 volumes deposit collection at St. Albans this month. The department also sent out several newspaper releases during the month to Charleston and the smaller, county newspapers to promote the library registration contest among school children.

The Reference Department has found considerable interest among its periodical readers in a new service being offered there, namely the posting of a monthly list of "Ten Outstanding Magazine Articles" prepared by a committee of librarians and published by Harper and Company.

Since our periodical subscriptions expire at the end of December, Mr Simmons and Mr Williams have gone over the entire list carefully to make additions and deletions on the basis of their experience with periodical use during the past year. As a result sixteen lesser used periodicals have been dropped and two newly indexed and much requested titles have been added. We now receive about 365 periodicals.

Mr Loudermilk has written a long article for the West Virginia Magazine and a shorter one for the Charleston Gazette which touch upon the history of the library but emphasize the services of the Reference Department.

Mr Williams has assumed responsibility for writing the majority of news releases and radio spots which we have sent out to publicize our new film and record activities.

A new library, the Swaney Memorial Library at New Cumberland, West Virginia is under construction and may be opened by Christmas. The first librarian, Miss Norvold, who has been hired ahead of the opening to select and place orders for the initial book collection, visit our library to study our methods. She spent time in every department.

The librarian considers the library's entrance into the audio-visual world of recordings and non-entertainment films, and the inauguration of embryonic service in these media, to be a significant and progressive step toward making the Kanawha County Public Library a true information center for its community. Books are not the only form in which information is recorded and preserved. Maps, pamphlets, clippings, and microfilm are others which we have. Recording disks and tapes, moving picture films, and microprint are others which we largely do not have, but which are of increasing importance to a library which hope to be able to focus all of the community's information resources to bear on a particular question or need. We have only a few records and access to borrowed films, but in handling, promoting and using them the staff learns a great deal about these media, and the public learns to look to the public library for its information in this as well as in printed form.

Respectfully Submitted,

Mark Brown

November 6, 1953

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1953

November has been an eventful month. Mr George Williams has submitted his resignation as Head of the Reference Department to become Librarian of the History and Political Science Graduate Library at Ohio State University. Mr Williams' service in this library has been entirely successful both from a staff relationship and professional service point of view.

Letters and data sheets have been sent out to all library schools, to officers of state and regional library associations, and to state library agencies. Ads have been sent to both the Library Journal and the ALA Bulletin announcing the vacancy.

The Boys and Girls Department has had a very satisfying month. The membership drive conducted in the city and county schools closed on November 13 with Fort Hill School having 95% of all its students registered as library users. Miss Brown and Miss Alderson, in cooperation with the St. Albans and South Charleston libraries conceived and supervised this contest in its entirety. The Library Board will undoubtedly wish to recognize and commend their effort.

Book Week activities in the Boys and Girls Department, also planned and executed by Miss Brown, centered around an afternoon program every afternoon at 3:30 p.m. in the library. Puppet shows, story telling, and presentation of membership drive awards.

On November 21, Miss Brown told stories for the Children's Literature class at Morris Harvey College.

The Reference Department prepared the reading lists for use in the Career Consultation Clinic sponsored this month by the University Club. These lists were in the fields of civil, electrical, and mechanical engineering.

The Building Superintendent, in addition to his other duties, replaced several feet of faulty water pipe in the Extension Department, replaced a fuse clip in a main switch box. (This incidentally he did on his own time on Sunday so that we would not be without lights), and worked on a corridor on the second floor which will screen the music room from book storage areas.

The Catalog Department has begun the reworking of the Boys and Girls Department catalog. This consists of refiling out of place cards, reclassifying and recataloging volumes as needed, and producing an additional card for each title to be placed in the official catalog in the Catalog Department.

The Circulation Department has opened its record collection to public use on November 2. To date 101 people have registered to use the records available for home loan. A group of music leaders were invited to come to the Library on November 1, to see the collection and to offer suggestions for its growth. Not many came as Miss Bryson has written in her report, "It is hoped that some friends were made for the library."

Film previews were held for the second time in November. The subject was Economic Education. Attendance was small but slightly more than at the first month's showing. Several personnel directors from Charleston business houses attended.

Booklists were prepared for the Kanawha Welfare Council, a Charleston Symphony Program, and a Kanawha Players Program.

Miss Bryson addressed the Women of the Moose on November 4, and was presented with a copy of <u>The Greatest Faith Ever Known</u> for the Library. This

is an annual event with this organization.

Exhibits this month were on "Our Schools," "Gateway to Science," "Humor in Art," "Korean Art," "Panorama of American Painting," and "Thanksgiving."

The Extension Department, in addition to keeping the bookmobile on the road every day and promoting the membership drive contest, selected deposit collections for 31 grades in eight schools, wrote and mailed releases to county newspapers, and prepared a reading list for 9th grade pupils at Cedar Grove School. Miss ~~Bryson~~ Aldersen attended a luncheon and addressed the County School Librarians on November 14, telling them about the services of the library.

The Librarian gave attention to such things as preparing correspondence and publicity for the staff vacancy in the Reference Department, collecting information on bookmobiles, chassis, and bodies, preparing the library's part in the career consultation clinic and subsequently conducting interested students through the library, appearing on radio time, preparing a newspaper ad about the music room and talking it over with Charleston music merchants, conducting two meetings of the American Heritage Discussion Group, attempting to get estimates on concrete work, negotiating with parking lot tenant for more parking space for staff cars, seeing salesmen, and conferring with staff.

Respectfully submitted,

December 4, 1953

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1953

December always brings people to the library because of special seasonal interests. Certain of these interests are connected with the Christmas holidays and result in loans of Christmas stories, requests for help with Christmas programs, and inquiries for consumer research information to guide major purchases. Others of these seasonal interests are related to the academic year and result in an influx of students, both high school and those home from college, who are working on themes and term papers. As a consequence of these seasonal interests December is always a busy library month and the week between Christmas and New Years is commonly the most busy of the entire year.

The children's room was decorated by the pages and a special Christmas puppet show was given. Miss Brown went to tell Christmas stories at a party for underprivileged children given by the Charleston Women's Club.

The building superintendent has continued to work on the music room and has made electrical repairs to a ceiling light in the Circulation Department and a conductor in the Extension Department.

The Catalog Department has had no special project underway but has continued with its regular tasks.

The Circulation Department conducted another series of film previews during the month which are attracting a few people, but which were not reaching any great audience. We are wondering if we should conduct some kine of clinic on the use of films, to encourage interest in visual-aids. A book list on Juvenile Delinquency was prepared for the Kanawha Welfare Council and Mr Simmons staged several exhibits - "Merry Christmas" (cards and books) "A Few Ideas" (book on holiday season) and

"Records for You" (books and pamphlets to aid the listener). The room was decorated with greens, candles, and reproductions of works of art on the Christmas story taken from our picture files.

During the month twenty-four teachers from thirteen schools visited the Extension Department to select deposit collections for their classrooms. And classroom collections were exchanged in the whole or part of nine schools.

The Reference Department has been busy answering the questions of shoppers and students. Mr Williams resigned on December 23 to become Head of the History and Political Science Library at Ohio State University. To date, we have no librarian to replace him as Head of our Reference Department. This in spite of advertisements in library journals and letters sent to library schools, heads of state library extension agencies, and presidents of state and regional library associations. We have two applicants neither of whom are highly qualified for the job.

One interesting statistic can be reported. In the year just completed, the number of people registered in the library as borrowers has increased 1,319 - from 25,290 to 26,609 - or a little more than 5%.

Respectfully submitted,

Mark Brown

January 8, 1954

REPORT OF THE LIBRARIAN

FOR

JANUARY 1954

Several projects of interest to the Library Board might be reported on this month. Each department usually has one or more housekeeping, maintenance, or improvement efforts under way, which it completes in addition to its regular tasks and on a schedule which is determined by the amount of time left after the regular duties have been performed.

The Catalog Department recognizing that the Boys and Girls Department catalog contains an accumulation of discrepancies has undertaken to revise it completely. The first step was taken during the inventory when each shelf list card was checked with the actual books in the department to see that there was a book for every card and vice versa. This next step is to compare the shelf list with the official catalog and reconcile any differences. The last step will be to compare the official catalog for Boys and Girls books with the public catalog for the same books, eliminate obsolete cards, recatalog books where necessary, correct and systematize subject headings, furnish missing cards, and refile those which are out of place.

The Circulation Department under Miss Bryson is making a fresh approach to some of its problems. The professional staff of the department has met and set up a program for a weeding and checking of the circulating collection. This will not only result in the removal of less useful volumes, but will increase staff familiarity with the collection and reveal any gaps or overlaps in coverage of the various subject classifications of books. This in turn will contribute to a more positive book selection practice which takes into account not only the experience of the staff gained in receiving requests for books, but the knowledge of coverage or lack of coverage in given subject areas as well.

The Circulation Department staff is also discussing means of speeding up the acquisition of library materials. It is felt that a way can be found to accelerate some of the mechanical portions of the selection process without any loss in quality.

Mrs Hilliard and Miss Bryson has designed a small folded card to be distributed by the Welcome Wagon Hostesses throughout the county. This card will invite people to register for free library service and suggest some of the services which we have to offer.

The Extension Department has received the resignation of Miss Barbara Ward this month. Miss Ward has served cheerfully and well for 2 years and is an example of the kind of girl who stays with the library long beyond the time when she could earn more elsewhere because she likes the staff, library work, people and books. Miss Mae Thomas has been appointed to succeed Miss Ward.

During the month the Extension Department has prepared exchange deposit book collections for eleven schools and has helped teachers from 29 schools select books for their classroom collections.

As you know, the former head of the Reference Department, Mr George Williams, resigned at the end of December to become head of the graduate library of History and Political Science at Ohio State University. An appointment has been made to fill that vacancy. Mr Jerome Foley assumed the department headship on February 1. Mr Foley is a 1943 graduate of the University of Michigan library school and holds both a fifth and sixth year degree in Library Science. He is a mid-westerner who brings to this library a strong classical background in languages and philosophy as well as an agreeable manner and fine character. He is married and has one daughter.

Reference Department effort for the month has centered upon the revising and retyping of the periodicals list, weeding of the West Virginia pamphlets and clippings file, reworking of the college catalog collection, and review of the program for acquiring continuing publications such as yearbooks, annuals, handbooks, almanacs, and yearly services.

The Librarian's interest and efforts for the month have been centered upon the location of a qualified librarian to fill the Reference Department vacancy referred to above, and upon the placement of a final order for the bookmobile chassis and body. Both of these missions have been completed.

Low concrete walls have been poured from the walks at the side of the building to the rear corners, which will enable us to raise the ground level in those quadrangles and keep parking lot cars off of that portion of the lawn. Also a large section of the concrete walk at the foot of the library front steps has been repaired, this completing the repairs around the front entrance and stairs.

Monthly film previews are continuing in the library and a new American Heritage Discussion Group has been organized and is meeting bi-weekly under the leadership of the Librarian. The Librarian has made two radio appearances in connection with the formation of this discussion group.

An attempt is being made to design a new letterhead for the library. The old stack has run out, thus providing an opportunity for change and perhaps improvement in this important point of contact between the library and its public.

The Librarian has been elected secretary of the West Virginia Council for Adult Education a planning group with whom he has been working for more than a year.

Respectfully submitted,

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1954

February was a month for returning to normal duties and schedules in the Circulation and Reference Departments. The vacancy in the Head of Reference position during the entire month of January occasioned considerable readjustment by all members of Reference and Circulation Department staffs to man the desks and provide book and information services to readers.

Mr Foley's appointment and reporting for duty on February 1 began a period of familiarization for him and a gradual releasing of responsibility for readers services to him by his fellow staff members. The entire transition was smooth and the last of February saw Mr Foley well settled in his new position.

Reference questions both in person and by telephone ran high during the month. A letter of inquiry from the Library of Congress as to the purpose for which we wanted a particular title which they were lending to us has led Mr Foley to an examination and evaluation of our inter-library loan practice and a determination to scrutinize more carefully requests sent to Library of Congress.

February saw the exhaustion of the Reference Department's book budget for this year. At the beginning of this year the book budget was cut by 26%. In the Reference Department this was a decrease from $4,550 to $3,000. Since a substantial portion of the Reference Department's book funds (about $2,800) are committed for business services, handbooks, annuals, and periodical binding, the actual amount which it has at its disposal to buy individually published trade titles is very, very small. All continuing titles have been paid for

this year. It is these funds for discretionary purchase which are exhausted. A want list or future purchase list is being kept for the time when money becomes available.

The Circulation Department during February has been giving some extra time to the design and wording of a small single fold brochure to be passed out by the Welcome Wagon hostesses of the county. It suggests that people register at the library and names some of the services which we offer.

The Garden Council has given the library 18 volumes on gardening subjects which have been placed in the Circulation Department and, because of demand, have been marked for seven day loan.

The Circulation Department prepared one reading list - on the U. S. Constitution - for distribution and has continued promotion of records and film showings. Miss Bryson is serving with a committee of the Kanawha Welfare Council to revise the Community Services Directory.

Miss Brown, in the Boys and Girls Department, has spent time this month working with Girl Scouts to earning reading badges. They are taught how to make bibliographies, how to use reference books, and how to find materials through the card catalog. Miss Brown also addressed the group from the Child Study League with a talk on books and reading.

The Extension Department has a new employee this month, Miss Mae Thomas, who began work on February 1 as a clerical assistant. In her monthly report, Miss Alderson points out that both bookmobile and deposit collection circulation is higher this February than last year. Teachers are continuing to come in to select deposit books and collections are being sent out to schools reguarly .

The Librarian attended the American Library Association Midwinter Meeting in Chicago from February 1 through February 5, and assisted in a survey of the Elkhart, Indiana Public Library made by Mr Joseph L. Wheeler from February 6

through February 8. A report of these activities was read to the Library Board at the February 12 meeting. A copy is attached to this report for the month of February.

The only other major activity of the Librarian has centered around the detailed examination of final specifications and plans for the bookmobile submitted by Swab Wagon Company, and study of the conditions in the Circulation Department which influence the selection and placement of new lighting fixtures.

Respectfully submitted,

Mark Cunn

March 5, 1954

The Librarian attended the ALA Midwinter Meeting in Chicago from February 2 to February 5. This is the annual business and legislative meeting of the library profession. There was a full schedule. Each division of the association had a series of meetings e.g., The Association of College and Reference Librarians, The Cataloging and Classification Division, The Division of Libraries for Children and Young People, Hospital Libraries Division, The Library Education Division, and the Public Libraries Division. In addition, each of the following groups held one or more meetings: those interested in the use of audio-visual materials in library education, state librarians, school librarians, American Heritage Project leaders, Library History committee, Federal Relations people, Library Association officers, those interested in library periodicals, and Library trustees. The Council, which is the legislative body of the association had three meetings of one half day each. There were very few program meetings. Most were devoted to a discussion of library problems, exchange of information and experience, or reports on accomplishments of working boards and committees. The meetings are valuable for the information which can be acquired, but they are also a strong stimulation to keep abreast of new thought and practice as well as a personal encouragement toward renewed dedication to library service and faith in its fundamental importance in our community. The Librarian greatly appreciates the willingness of the Library Board to permit his attendance at these professional conferences.

One unusual opportunity to learn something about the principles of library building location and its implications from both an administrative and a use-by-readers point of view, arose in connection with this years Midwinter Meeting. The Librarian was invited by Mr. Joseph L. Wheeler to participate in a survey of the Elkhart, Indiana Public Library on February 6, 7, and 8 by taking a slight detour and delay in route home from the library conference.

Mr. Wheeler is the now retired former chief of the world-famous Enoch Pratt Free Library in Baltimore. He is an authority on library buildings - location, design, and remodeling, and now spends his time as a consultant in this field. He is also an authority on library administration and has written a book on both buildings and administration. He conceived, dreamed, and brought to reality the Pratt Library Building which is still a model for library buildings with its street level entrances, department store type display windows and functionally yet beautifully designed interior.

Needless to say, the Librarian eagerly accepted the invitation to assist in the survey. Any opportunity or excuse to get into and examine another library is always valuable as a source of ideas and practices which can be adopted in one's own library; but to be able to do so under the guidance of an expert is even more rewarding. The Librarian can testify that he returned to Kanawha County Public Library not only benefited by the experience of having surveyed one city and library, but with countless ideas about solutions to his own library administrative problems, and a renewed appreciation of the value of basic reader services and the practical value of books in people's daily lives. Imagine three days devoted to watching a man of vast experience and fine professional stature in action on a problem, and of seeking his comments on our program and procedures.

The Librarian believes that he was able to make himself useful enough on this survey that a subsequent invitation to participate in another may be forthcoming some months from now.

REPORT OF THE LIBRARIAN

FOR

MARCH 1954

The Catalog Department this month is recording significant progress two projects which, while not at all spectacular, are indicative of success getting the library's official book records in business condition. A complete revision of the main catalog subject headings and cross references, begun two years ago, has just been completed. When you stop to think that, in addition to providing author and title listings, our catalog serves as a complete subject index to more than 149,000 books, you can see how comforting it is to know that, in the past two years, it has been completely inventoried and that all the subjects which it contains are not only consistent with the Library of Congress subject heading scheme but mutually consistent, and adequately crossed referenced between subject headings used and not used.

The second project which the Catalog Department has completed as a means of strengthening our index to the book collection is the recataloging of the boys' and girls' books. This has eliminated old typed cards from the file as well as inconsistent classification and cataloging which was overdue for removal.

The Extension Department has worked out its summer schedule of 48 bookmobile stops and the copy for it has been sent to the printer. About 7,500 copies of this attractive schedule will be distributed.

Miss Alderson is experiencing a condition which the doctor describes as exhaustion and has been sent to her home in Alderson, West Virginia on sick leave. If necessary, whe will take her vacation time immediately following the sick leave in order to recover completely. Miss Alderson carries the entire administrative load for her department plus responsibility for deposit

collections and the bookmobile. She handles all deliveries and pick ups of deposits personally and goes out on the bookmobile two days a week. She works in the library on Monday evenings to help teachers select classroom collections. She has been carrying quite a load. While she is gone, other departments are contributing professional and clerical help to keep the bookmobile running.

Mr Foley has begun to tackle a few administrative decisions in addition to his regular supervisory and desk duties. One question deals with telephone directories, involves a comparison of our holdings and use with that of the telephone company, and requires a decision about how many we should purchase and how much space to devote to them. Another question concerns possible areas of cooperation with the state Department of Archives and History library, and necessitates a visit and clarification of purchasing practices in such fields as local history and genealogy. Yet another question is, should we continue to buy Beilstein, a very expensive and infrequently used chemical handbook which is published as a continuation. Mr Foley will determine what market exists for our set, as a basis for a decision about discontinuing it.

There is one statistic in which you might be interested. Our registrations, that is the number of people who have signed for a library card, have increased steadily from 24,840 in January of 1949 to 27,071 in March of this year. That's a little more than a 9% increase in five years. It is fortunate and a cause for pride that we are growing rather than standing still. But on the other hand it is rather sobering to compare our 27,000 registrants with the 58,000 to 120,000 which the library profession has set as a standard for a population of 240,000.

The librarian went to inspect the basic construction of the new bookmobile at the Swab Wagon Company shop in Elizabethville, Pennsylvania, on March 19.

The framing, subfloor, exterior walls and interior ceiling were complete at that time. I was able to check the materials, the construction method, and the workmanship at will. Everything which checked at least equalled the specifications. Where we had forgotten to specify, as in the case of bracing for the folding steps whicl in open position, they had gone ahead and done the work anyway. Where a specification was inadequate, as in the case of a rear window which would have been too heavy for the regulator to hold over a period of time, they had gone ahead to frame for two windows and two regulators. Where a specification was undesirable, as was the case with the location of the gasoline generator (which was higher than expected necessitating either cutting into the floor or mounting it too low for road clearance), they suspended work until I could okay a change which they were suggesting for improving the specification. I was able to verify their compliance with specifications in all construction which will be concealed later e.g., roof bows, wall studs, and rails and tongue and groove boards in the floor. I found nothing wanting. I think that we have a capable builder who is sincerely interested in giving us a good job.

Om March 30 and 31, the Librarian accompanied Mr Joseph L. Wheeler to Hagerstown, Maryland for a survey of remodeling possibilities on the Washington County Free Library building there. They are operating in a building about as old as our own. The problem was to find increased space for readers' services and to remodel the building so that all operations could be carried on conveniently and economically. The survey was very profitable to me because it concerned so many problems of building sturcture and space allocation which are comparable to those present in our set up.

Respectfully submitted,

Mark Emm

April 9, 1954

REPORT OF THE LIBRARIAN

FOR

APRIL 1954

A brief review of what has gone on in the various departments of the library serves as an effective means of reporting to you on the activities of the entire library for the month.

Miss Brown, in the Boys and Girls Department, has continued her ambassadorial duties and her leadership in library work with children by giving five talks in April. She spoke to children, to church workers, and to P.T.A. members, on such subjects as story telling and the importance of good reading habits in children, as well as telling actual stories. The department has also been active with puppet shows, staged by the puppet clubs which meet and perform in the library.

The Catalog Department cataloged 174 volumes for South Charleston and St. Albans, 40 records for our music collection, and 1,552 volumes for our own collection. They have also sent staff members out on the bookmobile on three different days to help out while Miss Alderson was on sick leave. The department has begun a special project this month - that of cataloging and classifying about 40 books for the Charleston Practical Nursing Center.

The building superintendent, Mr Lander, has saved the library some money this month by replacing several pieces of broken tile around desks and in doorways in the Catalog Department.

The Circulation Department has had a few changes made to improve the management of that department. The first one of three desks has been bought and installed. It has been necessary in the past for staff members in this

department to do their work at the public tables, because they lacked desk work space. By moving one range of bookstacks and arranging to put the picture file in another location we have made room for the necessary desks, and we plan to buy the additional ones out of next year's furniture and equipment account. We have also added one section to the card catalog, increasing its capacity by 25%, and have moved it into the foyer. The department has had its usual seasonal and current subject books displays this month, with most emphasis on travel and mental health. The department staff has prepared a booklist on mental health and a second list for publication in the Kanawha Welfare Bulletin. One library club visited the department. The film preview showings this month were of films for children.

The Extension Department has been keeping the bookmobile on its rounds, and giving a lot of attention to deposit collections. Toward the end of the school year, all books out on loan to classrooms (about 10,338 this year) must be collected at the school, transported to the library, unpacked, checked in, cleaned, mended, and placed on the shelves for reuse in next year's collections. Also near the end of the school year, as well as throughout the summer, teachers come in to select their classroom collections (40 came this month) or the staff makes up collections in cases where teachers can not or will not come in to do it first hand. In all, 66 collections of approximately 40 volumes each were made up this month. This means the books were selected, charged to the borrower, packed, and tagged for fall delivery. The summer bookmobile schedule was printed and delivered to us during April.

The most interesting special project carried on by the Reference Department during the month has been the preparation of a selective and annotated booklist

for distribution in the registration packets at the Morris Harvey-WCHS Second Annual Conference on business problems. Mr Foley attended all and the Librarian attended parts of the one day conference. The Library was mentioned twice at length and in very favorable terms from the platform. This kind of publicity, directly related to evident needs of citizens, is very good for the library.

The Librarian has been concerned with financial matters, seeing that this year's accounts are spent out wisely and evenly, and preparing his recommendations to the Budget Committee for next year's funds. In this connection the Librarian assembled the five department heads for two meetings, the second one of which was attended by the President of the Library Board, to discuss and decide upon the course which this library ought to take in its future growth and development. They were admonished by the librarian to think of themselves as the professional librarian leaders in the county and to realize that their recommendations would have a considerable influence on the amount and quality of public library services which the people of Kanawha County ultimately receive. The results of their thinking are revealed in two of the supplementary budget proposals presented to the Budget Committee - extension of library services and remodeling of the main library building.

The Librarian also conducted two American Heritage Discussion Group meetings during the month, met twice with the West Virginia Council for Adult Education, once with the Executive Board of the West Virginia Library Association and once with the Publicity Committee of the local group interested in Mental Health. The library vacation schedule has been worked out satisfactorily and substitute help is being engaged.

Respectfully submitted,

Mark Lunn

REPORT OF THE LIBRARIAN

FOR

MAY 1954

May has seen the arrival and installation of several long anticipated items of furniture and equipment. Several sections of card catalog drawers have been addeded to the main, music, and juvenile catalogs. A water cooler has been placed in the foyer. Two book trucks were bought for extension. A metal ladder and two work desks were provided for use on the first floor. A lawn mower and a second record cabinet were also received during the month.

The Building Superintendent installed the water cooler, modified the steel cabinet to accommodate records, replaced some broken floor tile in the Catalog Department, and repaired some wiring in the staff room.

Miss Martha Hendricks transferred from the Circulation Department to the Catalog Department on May 24. Miss Nancy Matheney has been appointed to fill the vacancy.

The Circulation Department fluorescent lighting installation was completed during the month. A second record cabinet has been added to provide more shelves for record storage. The film previews for the month were of religious films.

The Boys and Girls Department reports that 530 children are enrolled for the library's summer reading club which is to begin on June 1. Miss Brown talked to the Chilren's Literature class at Morris Harvey College on May 5. She also made a number of school visits to promote interest in the vacation reading club. Several groups of school children have visited the library. The Spring Book Festival was observed in the Boys and Girls Department with displays of books and posters.

The Extension Department reports that the summer bookmobile schedules were mailed to club leaders, schools, and organizations. Several trips were made during the month to bring in more of the deposit collections from county schools. Quite a lot of effort has been put into writing publicity releases for newspapers about the bookmobile stops for summer and the vacation reading club.

The Librarian made an inspection trip to Elizabethville to see the bookmobile in the final stages of completion and to approve it before sending a driver to bring it to Charleston. Several small but important deviations from the specifications were detected and pointed out to the manufacturer. Swab Wagon was extremely gracious about making any alterations, whether previously specified or not, and was very evidently anxious to complete the unit in a way which would satisfy us completely. Subsequent telephone conversations have revealed that the corrections were easy to make and that the unit would be ready for delivery about noon on June 2.

During May the Librarian also devoted time to final expenditures from the 1953/1954 budget, and preparation of his 1954/1955 budget proposals.

The Library Board will be interested in some comparative figures on book purchases which have just become available. Of all monies spent for adult books 83% was for non-fiction and only 17% for fiction. Of the money spent for juvenile books, 21% was for non-fiction and 79% for fiction. For the library as a whole, including both adult and juvenile books 61% was for non-fiction and 39% for fiction.

Respectuflly submitted,

Mark Crum

REPORT OF THE LIBRARIAN

FOR

JUNE 1954

The monthly reports received from three of the library's departments record the shift in library usage which follows the close of the academic year and the arrival of warm weather.

The Circulation Department describes a general decline in use. It points out that this is to be expected and hints at the cause by mentioning that one of the exhibits for the month has been of books designed to help the reader "Beat the Heat." Summer school students swell the department's circulation figures a little but not sufficiently to offset the tapering off by non-school readers.

The Reference Department senses an increase in its patronage by college students who are preparing masters and other research papers. Telephone questions have not declined substantially, indicating perhaps that it is physical activity more than mental activity which is reduced during summer's heat.

The greatest summer change is found in the Boy's and Girl's Department where the vacation reading club serves as a magic motivator in helping children to retain or even improve their reading skills, as well as broaden their reading experience, while school is not in session. Boy's and Girl's circulation has jumped from 7,207 in May to 9,368 in June. More than 800 children are enrolled in the reading club at the Main Library alone. There are hundreds more registered through the bookmobile and through South Charleston and Saint Albans libraries.

This shift from general to special purpose reading with the change from spring to summer is common to all libraries.

There are a few other items of interest to report concerning these three departments, before going on to the others. The Music Room walls have had a

second coat of a more pleasing color added. The room has been equipped with a venetian blind and a fan for opening to the public on July 1, 1954. Mr. Ennis wrote a very nice feature about the room and the record collection which appeared in the Gazette on June 20, 1954.

A puppet club has been very active in the Boy's and Girl's Department during June, with weekly shows attended by large crowds to their credit.

A new 48 stop summer schedule went into effect for the bookmobile on June 1.

The new bookmobile was put into service for its first run on June 14. During the preceding week it had been on trial runs, making practice turn-arounds in doubtful territory and experimenting with clearances under overhanging trees and around corners of narrow or congested streets.

Work has begun on the making up of deposit collections for fall delivery, 54 having been selected in June. 55 schools have requested collections for 1954-1955. No more can be accepted since this represents a capacity work load for the department.

Cataloging moved along at a brisk pace during the month. 955 volumes were cataloged for our collection, 32 for Saint Albans and 317 for South Charleston.

The Building Superintendent's Report reveals that, in addition to the regular cleaning and maintenance, the Music Room walls have been repainted, the walls of a first floor picture room have been washed and patched in preparation for painting, a new motor has been installed in an electric fan and a new switch and lines have been placed in the ceiling light in the librarian's office.

The librarian's attention seems to have been centered for the past month upon the following: Getting the bookmobile here and checked through the Board of Education, the Reo dealer, and the heater and generator local service men, took

some time. Assisting with the trial runs and book transfers took a few more hours. Expenditure, and not over expenditure, of last year's funds before June 10, was an important matter on the librarian's calendar. Next came the preparation of the annual report and its publication and distribution. Other matters which have not matured but which have required attention are library legislation, including finance, staff vacation schedule, possible sale of unneeded books plus the usual array of routine staff matters.

Respectfully submitted,

July 9, 1954

Librarian

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